



# HILL COUNTRY

## BIBLE CHURCH

### JOB DESCRIPTION

### PRODUCTION TECH MANAGER

Job Classification: Full Time, Exempt; Salaried

Date: July 2023

#### SUMMARY

The person who serves in this role will work closely with our Worship Directors to see the vision and values of Hill Country enhanced through excellent production and tech support at all live services and special events across all locations. They will co-manage production tech staff, servant leaders, and volunteers – helping each person take next steps in their area of skill/service as well as in their walk with Christ. They will also manage tech/production equipment, maintenance schedules, special projects, new installs, and more.

#### OUTCOMES AND RESULTS – SUCCESS IN THIS POSITION WILL RESULT IN:

1. A high-quality experience and anticipation of God's presence at all worship services and special events through ownership of tech and live production (sound mixing, stage design, video capture, streaming, lighting, etc.)
2. Church-wide ministry and special events (Mid-week gatherings/studies, Christmas Eve, Easter, Conferences, and other major church-wide events) are supported with excellent technical and production support.
3. Focused technical expertise and support to one of our Hill Country Locations as assigned on Sundays
4. Healthy volunteer teams are recruited and engaged in meaningful ministry and are continually being trained and empowered; leaders are developed and given greater ownership of the ministry.
5. Leadership and planning of various projects for Hill Country's technical equipment (AVL) is administered and maintained at a high level.
6. Team members (production staff and volunteers) are growing as followers of Jesus, leaders/shepherds of people, and experts in engaging a multigenerational congregation through AVL.

#### WHAT YOU'LL BE DOING - CENTRAL (30Hrs):

1. Adopt location-wide practices for consistency in all AVL, service flow, and service style.
2. Project manage and lead installs and preventative maintenance of all AVL equipment across all locations; consult with the Production Director for any updates/replacements/installs needed for all locations.
3. Lead and manage workflow with outside production vendors, installers, and integrators; co-manage the production staff team, and the creation and management of the tech budget, under the direction of the Production Director
4. Setup and operate tech equipment as assigned by the Production Director for various events/ministries throughout the week (including but not limited to Worship rehearsals, Bible Studies, HCCSA events, Weddings/Funerals, Staff Meetings, etc.).
5. Cross train on all IMAG equipment for any Sunday programming/production needs and events outside of Sunday mornings. Program lights, sequence, and setup ProPresenter, and run sound as needed.
6. Quickly identify problems and make "on the spot" appropriate fixes (short term solutions); evaluate, diagnose, and make proper repairs/replacement for equipment on an ongoing basis (long term solutions) in collaboration with the Production Director.
7. Engage in weekly Production Team meetings, church staff meetings, and one on one meetings with Production Director; other meetings as needed
8. Commit to overarching church goals (discipleship, personal evangelism, leadership development); participate in church-wide initiatives as an active member of the church

#### WHAT YOU'LL BE DOING - SPECIFIC LOCATION (10Hrs):

1. Oversee the technical execution, FOH mix, Broadcast Audio Mix, Lighting, IMAG, etc. at the assigned Hill Country Location (onsite)
2. Lead and oversee big picture direction (all AVL and Production/Tech) for Sunday morning worship services
3. Learn, understand, and serve as the expert for backend systems; continuously grow and learn to keep up with technology at a large, multi-site church (specifically for how it translates to a location) in an ever-changing world
4. Provide high level support for AVL (as well as troubleshoot in the moment) for all rehearsals, setup/teardown, Sunday services, and special events (ministry specific/or outreach) sponsored by the location
5. Recruit, train, and empower volunteer teams to serve the technical, video, and sound needs; build relational capital with the location family/community; develop leaders
6. Work with the Location Staff and Servant Leaders to meaningfully integrate technology into all aspects of the service as well as to support the band/vocal/message and environment needs

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Strong AVL technical and production skills. Expert level live sound mixing on digital consoles. Lighting design and programming, projection setup, and video production (live capture and streaming) is a bonus. Training provided.
2. Ability to work with digital FOH mixing consoles, Mac OS, ProPresenter, Planning Center Online, Jands Vista Byron, and RESI. Advanced training provided, knowledge of signal flow, and troubleshooting.
3. Proven ability to lead and train volunteers; highly thoughtful/relational in valuing and engaging people
4. Flexible – must be able to do what it takes to make things happen; multitasking – must be able and thrive moving from one task to another in an efficient manner.
5. Must be able to lift and carry various AVL equipment and staging materials (40lbs), climb ladders, and operate lifts working at various heights.
6. Availability to work Sunday worship services, Christmas Eve, Good Friday, and Easter, and evenings as needed
7. Sees themselves as an owner of the mission, vision, and values of Hill Country; becomes a church member

**CULTURE AND CLIMATE:**

1. Position reports to the Production Director as part of the Production Team, and co-manages the Production Staff and Servant Leaders
2. Staff culture is goal-oriented and collaborative; values celebration; priority of personal evangelism
3. Core Values: Responding to God's Word, Engaging Generations, Celebrating Life Change, Thinking Beyond Ourselves, Loving Our Neighbors