POSITION DESCRIPTION – PRODUCTION DIRECTOR

POSITION IDENTIFICATION

Position Title: Production Director (St Paul's and CityAlight)
Reports to: Creative Director (Jess Forrester)
Employment Status: Permanent Part-time
Ordinary Hours of Work: 3 days per week

POSITION OBJECTIVE

The Production Director is responsible for leading the production ministry of St Paul's Castle Hill, ensuring that every service, event and ministry gathering is delivered with technical excellence, creative intentionality, operational consistency and a strong culture of volunteer ministry.

This is both a **hands-on production role and a leadership role**. The Production Director will lead the people, systems, technology and processes that enable St Paul's to communicate the gospel effectively through live production, audio, video, lighting and visual media.

KEY TASKS/RESPONSIBILITIES	DESCRIPTION
1. Production Leadership and Creative Collaboration	• Provide overall leadership and direction for the production ministry of St Paul's. • Work closely with the Creative Director, Music Director and Senior Minister to translate the vision for services and events into an engaging production approach. • Contribute creatively to the development of services, events, conferences and other ministry activities from the earliest planning stages. • Develop production concepts and creative solutions rather than simply responding to production requests. • Identify opportunities for production to enhance engagement and the overall experience of a service or event. • Develop a culture where production is seen as an integral part of ministry, not simply a technical support function. • Stay up-to-date with industry practices, equipment, resources and approaches, and think creatively about how to best incorporate learnings into a church context. • Work alongside the Creative Director to establish an annual production budget.

2. Sunday Services	• Recruit and train volunteer production teams across audio, video, lighting, and visual media. • PCO admin and rostering for Sunday services. • Attend weekly Thursday services run-through meetings to understand the production needs for each weekend, and communicate this clearly to the volunteer team. • Provide technical support to all volunteers, troubleshoot as required, working alongside high-level volunteers to ensure smooth running of all aspects of production for 8am, 10am and 6pm. • Deliver a consistent and engaging live stream experience for our online congregation. • Maintain a high level of consistency between services, while allowing each gathering to have an appropriate creative expression to serve the unique congregations. • Regular review of Sunday services and identify opportunities for improvement. • Develop systems that make excellent production repeatable and sustainable.
3. Rehearsals and Service Preparation	• Coordinate technical elements of Thursday night rehearsals and ensure production teams are appropriately briefed each week in preparation for Sunday services. • Ensure the building, stage, systems and equipment are appropriately prepared for rehearsal and services. • Work alongside the Music Director, Team Leaders and Band Leaders to ensure rehearsals are purposeful and effective. • Establish rehearsal processes that maximise the use of volunteer time, while allowing adequate opportunity to test and refine production elements. • Use rehearsals as an effective context in which to run training for volunteers, especially those new to the team.
4. Training and Development	• Establish clear production standards across audio, lighting, video, visual media, staging and technical presentation. • Build, lead and develop a large and diverse volunteer production team. • Work alongside other Creative staff team members to plan and execute termly Team Nights. • Recruit volunteers with a range of technical abilities and develop clear pathways for them to grow in confidence and capability. • Establish appropriate team structures, roles and leadership responsibilities across all production disciplines. • In partnership with the Creative Development Coordinator, develop training programs, resources and practical development opportunities for volunteers.

	• Identify and develop high-capacity volunteers who can take increasing responsibility within the production ministry, empowering volunteer leaders rather than creating unnecessary dependence on the Production Director. • Create a culture of excellence, encouragement, accountability, humility and service. • Develop rostering systems that are sustainable and appropriately balance volunteer availability, capability and ministry needs. • Provide feedback, coaching and pastoral care to volunteers where appropriate, escalating concerns to the Creative Director when necessary. • Ensure volunteers are equipped not only to operate equipment, but to understand the purpose of their role within the wider ministry of St Paul's.
5. Events, conferences and special projects	• Lead the production planning and delivery for St Paul's conferences, ministry events, Christmas services, Easter services, youth and children's events, weddings, funerals and other major gatherings. • Engage with event planning at an early stage to establish production requirements, technical feasibility, budgets and timelines. • Develop production briefs and technical plans for major events. • Source, assess and coordinate external production suppliers, equipment hire and specialist contractors. Maintain positive supplier relationships. • Manage technical rehearsals, bump-in, event delivery and bump-out for major events. • Identify technical, safety, logistical and operational risks and develop contingency plans. • Ensure events are delivered professionally while working within approved budgets and available resources.
6. Systems and Equipment	• Work closely alongside the Creative Operations Coordinator to maintain responsibility for the production equipment inventory and asset register. • Ensure equipment is appropriately maintained, stored, labelled and accessible. • Coordinate repairs, servicing and replacement of production equipment. • Develop equipment replacement and capital expenditure plans in consultation with the Creative Director. • Assess proposed equipment purchases and provide clear technical recommendations. • Manage equipment hire and supplier relationships.

	• Maintain appropriate technical documentation including system diagrams, patch lists, equipment inventories, show files, presets, operating procedures and troubleshooting resources. • Ensure production spaces, storage areas, tools and associated facilities are organised, safe and fit for purpose. • Oversee appropriate use and maintenance of production-related equipment including access equipment, tools and infrastructure. • Maintain clear communication with wardens and parish council, develop purchasing proposals and ensure regular touch points are happening with wardens for major projects or system improvements. • Be generous in sharing knowledge and developing others.
7. CityAlight	• Recognise the importance of high quality, professional production support and deliver consistent excellence for all CityAlight projects and engagements. • Work alongside the CityAlight COO to understand the needs of CityAlight for local and international projects each year, and develop appropriate plans for production support. • Provide technical excellence and a high level of industry professionalism for live worship engagements and recording projects. • Attend and run production for local and international events as requested by the CityAlight COO. • Ensure adequate handover to others when travelling, ensuring St Paul's services and events are well resourced in the interim. • Liaise with international venues and suppliers to ensure smooth running of events and engagements occurring outside Australia. • Recruit and train production volunteers to work on CityAlight projects, identifying skilled and high-capacity St Paul's volunteers, equipping them to serve in the CityAlight space.
8. Other (applies to all roles)	• Undertake any other tasks, consistent with skills, qualifications and experience, as may be required from time to time. • When opportunities arise to serve in other ministries, permission is to be sought from the relevant team leader or Rector for personal time off, or for this to be considered as part of ministry with SPCH.

Please note that Key Tasks / Responsibilities may change from time to time, as set by the Senior Minister.

GENERAL

All staff are expected to:

- Be actively engaged in the life of St Paul's church, through regularly attending a service and small group.
- Agree with SPCH Vision, Mission & Statement of beliefs stpauls.church/what-we-believe
- Ensure St Paul's is always represented professionally and responsibly.
- Participate in regular work reviews (may be 6 or 12 monthly)
- Treat all staff, church members, and visitors with respect and dignity.
- View their role as a part of the whole mission and ministry of St Paul's not in isolation.
- Attend weekly staff meetings (currently held weekly on Tuesdays).

POSITION REQUIREMENTS

Character:

- **Collaborative** – ability to work well with multiple team members on shared projects.
- **Calm** - maintain calm, clear and decisive leadership under pressure.
- **Emotional intelligence** – recognises the unique challenge of working in creative spaces and understands how to best work with creative individuals across all teams.
- **Flexible and adaptable** – demonstrate a willingness to take on tasks and projects as needs arise, ability to prioritise according to urgency.
- **Detail focussed** – takes pride in completing jobs to a high standard of excellence.

Qualifications:

- Hold a current WWCC (Employee).
- Complete a SMC (Safe Ministry Check).
- Complete the Diocesan Safe Ministry Course (completed online and refreshed every 3 years).

Competencies & Experience:

- Strong practical experience across live audio, lighting, video and/or broadcast production.
- Experience leading production teams in complex live environments.
- Experience planning and delivering large-scale events or productions.
- Strong troubleshooting and problem-solving ability.
- Experience working with professional production equipment and systems.
- Ability to understand complex technical systems and communicate them clearly to non-technical people.
- Experience managing production budgets, equipment purchases and external suppliers.
- Strong organisational and project-management skills.
- A demonstrated commitment to continuous improvement and professional development.
- Ability to work calmly and effectively under pressure.

ORGANISATIONAL RELATIONSHIPS/AUTHORITY

Reports to: Creative Director

Manages: Production Team Leaders, volunteer production team members.

Key Relationships: Creative Director, Music Director, Creative Operations, Communications Director, Creative Development Coordinator, Creative Team volunteers, CityAlight staff team, external suppliers and contractors.

WORKPLACE HEALTH AND SAFETY

All employees are responsible and accountable for:

- Compliance with workplace policies and procedures for risk identification, risk assessment and risk control.
- Active participation in activities associated with the management of workplace health and safety.
- Identification and reporting of health and safety risks, accidents, incidents, injuries, and property damage at the workplace.
- Correct utilisation of appropriate personal protective equipment where needed.