



# CALVARY PRODUCTION MANAGER

## (PART-TIME)

### + **Job Summary:**

The Church Production Manager is a part-time role (approximately 20-25 hours per week) responsible for overseeing all aspects of production, including managing and maintaining technical equipment such as lighting, sound systems, microphones, and musical instruments. This role ensures the smooth execution of weekly gatherings, rehearsals, and special events by leading a team of volunteers and assigning sound technicians as needed. The ideal candidate is a skilled problem-solver with a passion for creating excellent worship experiences through technical production.

### + **Key Responsibilities:**

#### **Gathering Events Oversight:**

- Oversee the execution of production for Sunday services, ensuring seamless audio, lighting, and visual elements.
- Lead and train a team of volunteers to operate sound, lighting, and media systems.
- Serve as the primary point of contact for production needs during services.

#### **Technical Equipment Management:**

- Maintain, repair, and troubleshoot production equipment, including sound systems, microphones, lighting, and instruments.
- Ensure all production equipment is properly stored, maintained, and updated as needed.
- Work proactively to prevent technical failures and improve system efficiency.

#### **Rehearsal Coordination:**

- Oversee and run weekly rehearsals to ensure all technical elements (sound, lighting, visuals) are prepared for Sunday services.
- Work closely with the worship leader and musicians to optimize audio mix and stage setup.
- Troubleshoot any technical issues before Sunday services to ensure a smooth worship experience.

#### **Event Production & Support:**

- Assign and coordinate sound technicians or volunteers for special church events, weddings, funerals, and other gatherings.
- Work with event organizers to ensure production needs are met.
- Setup and tear down equipment for off-site and special events as needed.

#### **Administrative & Coordination Duties:**

- Manage the production budget, recommending equipment upgrades when necessary.
- Develop and implement processes to improve efficiency and effectiveness in production.
- Collaborate with church leadership, worship leaders, and ministry teams to align production with the church's vision.



# CALVARY PRODUCTION MANAGER (PART-TIME) (CONT.)

## **+ *Qualifications:***

- Experience in live production, audio engineering, lighting, or a related field.
- Proficiency in soundboards, lighting systems, and multimedia software.
- Strong leadership and team-building skills.
- Ability to troubleshoot and solve technical issues under pressure.
- Excellent organizational and communication skills.
- A heart for ministry and creating meaningful worship experiences.

## **+ *Salary:***

**\$18-20 per hour, based on 20-25 hours per week.**

- Compensation varies depending on experience in live production, audio engineering, lighting, multimedia software, or other related fields.

## **+ *Workplace Policies and Agreements***

- Successfully undergo criminal, financial and sexual misconduct background checks
- Comply with all established church policies and procedures as well as all applicable federal and state laws
- This role requires flexibility, teamwork, and a commitment to excellence in production, ensuring a distraction-free environment that allows people to engage in worship fully.

**IF INTERESTED IN APPLYING, PLEASE SEND YOUR RESUME  
AND COVER LETTER TO [ELI@CALVARYMCALLEN.ORG](mailto:ELI@CALVARYMCALLEN.ORG)**