

Production Director (Part-Time 20hrs/week)

Primary Focus: Sunday Gatherings, Leadership, Vision

Pay: \$15/hr

Job Summary

The Production Director is responsible for leading all aspects of Sunday gathering production while building and developing a strong volunteer team. This role ensures excellent, distraction-free worship environments by overseeing systems, people, and execution. The Production Director also supervises a Production Assistant who supports administrative and operational needs.

Key Responsibilities

Sunday Gathering Oversight (Primary Focus)

- Oversee all production elements for Sunday services (audio, lighting, visuals).
 - Ensure smooth, distraction-free execution of weekly gatherings.
 - Serve as the point leader for all production-related needs during services.
 - Lead Sunday run-throughs and final checks before services begin.
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Volunteer Leadership & Development

- Recruit, train, and schedule production volunteers.
 - Build and maintain a healthy, engaged, and growing team.
 - Provide coaching and skill development for audio, lighting, and media roles.
 - Create a culture of excellence, ownership, and worship.
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Rehearsal Leadership

- Oversee weekly rehearsals from a production perspective.
- Partner with worship leaders to ensure strong audio mix and stage setup.

- Identify and resolve issues before Sunday gatherings.
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Systems Oversight & Direction

- Oversee the health and effectiveness of all production systems.
 - Identify needed improvements, upgrades, or repairs.
 - Set priorities for maintenance and projects (delegated to Assistant).
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Assistant Oversight

- Direct and supervise the Production Assistant (10–15 hrs/week).
 - Delegate administrative, maintenance, and project tasks.
 - Provide clear weekly priorities and accountability.
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Event Oversight

- Ensure production is staffed and prepared for Calvary special events.
 - Coordinate and assign teams to events that require production support (Weddings, graduations, etc.)
 - Coordinate with ministry leaders (execution may be delegated).
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Qualifications

- Strong experience in live production and systems.
 - Proven leadership and team-building ability.
 - Strong troubleshooting under pressure.
 - Ability to lead both people and systems effectively.
 - Heart for ministry and worship environments.
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How to Apply

- All resumes should be emailed directly to Pastor Eli at eli@calvarymcallen.org.