



POSITION DESCRIPTION

EFFECTIVE DATE: July 2024

TITLE: Director of Production & Technology

POSITION TYPE: Full Time (40 Hours)

ACCOUNTABILITY: Associate Pastor

PRIMARY DUTIES: The Director of Production & Technology will provide leadership and oversight for the entire production process for weekly services at Ridge Church in partnership with the Associate Pastor. The Director of Production & Technology will also provide general oversight of Ridge Church's information technology needs (IT). The Director of Production & Technology is responsible for vision casting, planning, implementing and leading teams, and supporting ministries to strive for excellence and wisdom in reaching our city to know Jesus.

KEY RESPONSIBILITY: Serves the members of the church by calling and equipping them for two things:

- To develop and practice their God-given skills and talents in the areas of production and technology to further the kingdom of God.
- To cultivate a culture of excellence in serving our community so that they might come to know Jesus.

Key Responsibilities

1. Oversight and direction for all technical production aspects of the weekend services at Ridge Church, including audio, lighting, projection, etc.
2. Support and Oversight for the Information Technology (IT) needs of the ministry staff.
3. Recruitment, discipleship, training, and equipping of volunteer teams to operate and grow our production team, including audio, lighting, photography, videography, media, and other applicable roles in partnership with the Associate Pastor.

4. Regularly review and make necessary adjustments in all teams, systems, training, and execution, to seek excellence in serving our community by turning their eyes towards Jesus.
5. Help lead production focused creative projects alongside the Associate Pastor (bumper videos, testimony videos, stage design creation, etc)

Tasks by Responsibility

Worship Arts & Production - 70%

- Provide leadership in production of Sunday Morning Services at Ridge Church.
- Identify, recruit, train, disciple, and empower servant-hearted individuals with the Worship Pastor to grow in their God-given skills and talents by serving in various production roles for Sunday Morning Services, Ridge Youth, Seniors, and Ridge YA.
- Intentionally make space to care for the spiritual and relational health of production volunteer teams.
- Constantly review, adjust, and seek excellence in the efficacy of our production teams and systems with the help of the Lead Pastor, Design Team, and other Ministry Staff and Key Volunteers.
- Provide leadership in the area of production for all media projects at Ridge Church including online services, baptism testimonies, sermon series videos, training media, and other creative projects.
- As needed, be ready to step into or learn every production role including photography, videography, photo & video editing, audio editing, live sound, lighting, stagehand, and media operation.
- Strategic planning, oversight, and budgeting for the Worship Arts & Production ministries including new gear purchases, maintenance, and installation.
- Ensuring production needs of weddings, funerals, and other special events at the church are met as requested.

Information Technology - 30%

- Strategic planning, oversight, and budgeting for the IT needs of the ministry staff and building—including new software and hardware purchases, maintenance, and installation.
- Development, implementation, and review of policies to ensure the digital security of the church and its resources.
- Develop and maintain an inventory of all church technological assets.
- Partner with the Associate Pastor and Bookkeeper in making sure confidential giving data is securely and accurately stored in our Church Database.
- Develop, implement, and review policies for the Lifecycle Management of Staff and Facility computers and other Information Technology Devices.
- Provide assistance and support to staff in the use of their computers as needed.

General Comments

Responsibility to God:

- Love God with heart, soul, strength, and mind
- Joyfully respond to God's call to ministry
- Maintaining a fresh relationship with God through appropriate spiritual disciplines
- Servant leader as per Jesus' model
- Faithful steward of financial resources

Responsibility to Self & Family

- Vital, growing relationship with spouse if married
- Integrity, high moral & ethical character
- Maintain personal health through recreation & relaxation
- Manages his or her financial matters with integrity
- Grow in ministry effectiveness through reading and ongoing education.

Education and Experience

- 3+ years of experience in Production in a church context is an asset
- 3+ years of experience in Information Technology is an asset
- A Degree, Diploma, or Certificate in an Information Technology, Film, or Live Production-related field would be an asset
- A willingness to continue to grow and learn

Final Note

- The position of Director of Technology requires great flexibility in hours available for work, including evenings and weekends. Sundays are considered part of the work week as they are the focal point for this role.
- All salaried staff members at Ridge Church are paid based on a 40-hour work week. However, those in leadership or pastoral roles at Ridge Church are expected to work additional hours in keeping with the voluntary service given by a layperson.
- Due to the nature of this position, flexibility at specific times and seasons to accommodate ministry events will be necessary. A basic weekly work schedule will be agreed upon with the direct supervisor.

Compensation

- Salary Range: \$50,000 - \$60,000
- Benefits: Full benefits package (employee pays into LTD)
- RSP: 5% RSP contribution
- Phone: \$75 a month for phone plan