

# HOUSTON'S FIRST BAPTIST CHURCH

## Position Assignment:

**Job Title:** Loop Production Director

**Department:** Production

**Recruited By:** Director of Production

**Reports To:** Director of Production

**Location:** Loop

**Status:** Full Time Exempt

**Proposed Employment Category:** IIIA

**Purpose:** HFBC Production exists to provide top-quality, above and beyond service to our church community through a partnership with all its ministries; to prepare, maintain, support and seamlessly integrate the technologies of audio, lighting, video, and graphic presentations, that equip and enhance the outreach and mission of HFBC to the world. We strive to work together, serving often in different capacities simultaneously, to set the stage of opportunity so God's Spirit can interact without distraction or hinderance, so that one more might cross the line of faith and grow in dependence upon the Lord.

**Summary of Position:** The Loop Production Director is responsible for oversight of all Live Production aspects at all assigned campuses. The Loop Production Director is a direct connection for all full-time and part-time Production employees for worship services, conferences, and events at all assigned campuses. At times this position will include duties as a video tech, lighting tech, audio technician, administrator, mentor, and other tasks as determined by the Director of Production when required.

## Duties and Responsibilities:

*Key Duties, Skills, and Responsibilities as listed but are not limited to:*

### Management

- Lead Production for all assigned campuses as "right hand" of Director of Production.
- Partner with the Video Director to lead all of Production as a whole.
- Consistently improve all aspects of Production at HFBC Loop and all campuses (equipment upgrades, improving processes and procedures, troubleshooting, Inventory management, project management).
- Assist the Director with developing policies, procedures, and teams for maintaining and operating all Production systems in all our fixed venues as well as off-site events.
- Consult with and work with the Director of Production, and other Production Associates in developing all systems and standards across all campuses.
- Build staff, volunteer camera teams and oversee the recruiting & training processes along with shepherding to support other ministries.

### Production

- Live Video director for weekly worship services at the Loop campus along with multisite campuses and events as needed. Occasionally as an audio engineer or lighting designer.

- Preventative maintenance of all Production equipment and infrastructure around the HFBC landscape.
- Direct live production when Director of Production is out or not scheduled.
- Step in as a video tech, lighting tech, audio technician, administrator, mentor, and other tasks as determined by the Director when required.

**Administration**

- Schedule full-time and part-time personnel including approving schedules and hours of part-time employees.
- Approve all assigned HFBC Production part-time hours via Paycom.
- Attend planning meetings regarding worship services or special events.
- Regular weekly check-ins with Director of Production.

**Partnerships**

- Communication with vendors regarding repair/maintenance/ rentals and purchases.
- Communicate with and determine needs of outside groups visiting any HFBC facility working alongside Special Events Coordinator / Hospitality Director.
- Work closely with Hospitality Director on key events, both inside HFBC and outside groups.
- Assist all other ministries with Production needs. Stage management at all venues.
- Assist in Stewarding the Production budget, ensuring funds are used appropriately and staying within budget constraints.
- Communicate with Production contractors when needed.

This job description is not all-inclusive and can be modified verbally and in writing by the position supervisor at any time.

**Skills Requirements:** Select all that apply

Language skills                      Math skills                      Reasoning ability

PC skills:    Windows    MS Office    MS Outlook    MS Excel

Other: Proficiency with Asana, Planning Center, ProPresenter, Microsoft and Google Suite

Administration                      Service to others                      Teacher/Leader

Good Communication skills                      Team builder                      Self-disciplined

Servant leader                      Decision maker                      Strong work ethic

Empathy for ministry partners                      Attention to detail

**Education and/or Experience:** Select all that apply

College graduate preferred                      Administrative Experience                      Personnel Management

Church Staff experience preferred

**Organizational Relationships:** Reports to: Director of Production

**Working Conditions:**

- 40 hour work week
- Additional hours as needed
- Occasional off campus activities
- Continuing Education
- Specialized training
- Occasional travel
- Other: Weekend availability

**Prepared By:** Jonathan Olmos

**Title:** Director of Production

**Date Prepared or Revised:** August 14, 2024

**Signature of preparer:** \_\_\_\_\_

I have read and received a copy of my job description. I understand this document overrides anything I have understood in the past. I further understand that I am expected to work according to this job description. If I have questions concerning the work and what is expected of me, I will speak to my direct supervisor.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name