



Production Manager Job Description

Status: Full-time, Exempt

Reports To: Director of Operations

Accountable To: Senior Pastor, Executive Leadership Team, Church Council

Collaborators: Director of Music & Worship, Director of Children, Youth, and Family (CYF)

Purpose: The Production Manager is responsible for leading all aspects of production and technology to provide quality support for worship services, ministry programs, and church-wide events and communication. This role oversees live sound, live streaming, audio-visual systems, video production, and technical support for live speakers and events. The Production Manager ensures excellence in execution, fosters a collaborative team environment, and equips staff and volunteers to deliver high-quality, distraction-free production experiences.

Qualifications:

Education

- BA/BS Degree, preferred
- Associates degree or technical trade school graduate in production

Technical Experience

- Expert-level live sound mixing for bands, vocalists, and instrumentalists
- Expert-level proficiency in audio-visual production, editing, and multimedia
- Advanced knowledge of production technology, systems integration, and equipment
- Experience building and managing vendor relationships

Skills & Competencies

- Demonstrated ability to operate, maintain, and organize production equipment
- Proven leadership and supervisory experience
- Strong planning, communication, and execution skills
- Budget management and basic financial acumen
- Experience recruiting, leading, and developing volunteers
- Ability to teach, coach, facilitate, and mentor staff and volunteers
- High level of professionalism and attention to detail

Technical Proficiency

- Livestream platforms (Vimeo, YouTube, etc.)
- ProPresenter
- Microsoft Office applications including PowerPoint
- Video production editing software (Adobe Creative Cloud)
- Familiar with audio recording software (ProTools)
- Planning Center

Physical & Environmental Requirements

- Ability to lift and move a minimum of 40 pounds repeatedly
- Ability to move throughout the facility and between event spaces
- Ability to stand or sit for extended periods of time
- Ability to work at heights using ladders or lifts

Employment qualifications

- References
- Clear criminal and motor vehicle record checks performed by SOTV as requested

Expectations:

- Demonstrates professionalism, reliability, and strong work ethic
- Maintains promptness and dependability
- Aligns with the mission, vision, and values of the church
- Committed to excellence in both technical execution and team leadership



- Comfortable working in a faith-based organization and in worship settings
- Comfortable with the mission and vision of Shepherd of the Valley Lutheran Church

Schedule & Availability

- Regular availability for Sunday worship services
- Rotation availability for Saturday services, rehearsals, programs and events as needed
- Availability for major services and events, including Christmas Eve, Easter, and other special services
- Flexibility to support additional ministry events as required

Responsibilities and Essential Functions:

1. Production and Technical Oversight

- A. Oversee all production elements including live sound, live stream, audio-visual systems, lighting, and video production.
- B. Ensure high-quality execution of weekend worship services, special services, ministry programs, and special events.
- C. Coordinate and support live speakers and presenters with technical needs.
- D. Oversee implementation of multi-media in worship and programs.
- E. Communication and promotion production
 - a. Collaborate with Leadership and Communications Manager on video production to support and promote the ministry of the church
- F. Manage production and duplication
 - a. Provide duplication / recordings as appropriate
 - b. Coordinate with Communications Manager
 - c. Manage record retention and archives
- G. Lead the creation and production of video content for promotions, communications, and ministry initiatives.

2. Team Leadership and Supervision

- A. Supervise, schedule, and support a team of part-time technicians in areas including AV, live streaming, and live sound.
- B. Recruit, train, schedule, and lead volunteers to support production needs across worship, education, and special events.
- C. Provide coaching, mentorship, and development opportunities for staff and volunteers.
- D. Foster a positive, collaborative, and excellence-driven team culture.
- E. Participate in planning meetings and rehearsals as scheduled.
- F. Provide regular team connections.

3. Equipment and Technology Management

- A. Maintain, evaluate, and manage all production and technology equipment.
- B. Track equipment inventory and lifecycle, making recommendations for repair, replacement, and upgrades.
- C. Build and maintain relationships with vendors and contractors.
- D. Ensure systems are organized, functional, and aligned with ministry needs.
- E. Ensure appropriate use of equipment by staff and volunteers.

4. Budget and Administration

- A. Develop, manage, and monitor the production and technology budget.
- B. Oversee purchasing and expense tracking for all production-related line items.
- C. Plan strategically for future production and technology needs.



Core Competencies:

Team Orientation: Demonstrate interest, skill, and success in team environments; understand and support the importance of teamwork; establish good working relationships with others; show hospitality, compassion, and care; use diplomacy and tact; approachable.

Commitment to Excellence: Strives to do the best work as a reflection of self, the team, and for the ministry; demonstrates the integrity of presenting finished work that reflects the personal and organizational high standards of excellence; incorporates the time management skills developed to complete the tasks necessary to support the team and the ministry.

Attention to Detail: organized; attentive to surroundings, perceptive to needs and considerations; proactive recognition of items needing attention.

Work Ethic: Dedicated to quality of work; prompt; reliable; flexible; communicate proactively with others; prepared

Interpersonal Skills: implement care and team orientation to establish good working relationships with others; communicates needs and expectations; listens attentively; uses diplomacy and tact; is approachable.