

## Job Description and Qualifications

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Job Title: **Production Director**  
Department: Worship Arts  
Position Schedule: Full time  
Position Status: Salaried / Exempt, ministerial exception  
Reports to: Worship Leader  
Supervises: Production Assistant(s)  
Date: March 23, 2026

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### **PURPOSE**

To lead the Production team to create physical and digital experiences that *elevate* people who are far from Jesus, form people into *exalters* of Jesus, and *launch* people into their next step with Jesus.

### **PRIMARY DUTIES**

- Collaborate with the Senior Pastor and Worship Pastor to refine the vision for Chapel Hill Production to continue to offer excellence in everything involving production, including designing lighting, refining video, delivering a live stream, and diligently managing front of house audio to deliver a consistent, excellent worship experience to congregants every Sunday.
- Lead and serve on the Production Team during our worship services and rehearsals.
- Develop and lead the Production Team and volunteers through the entire production process.
- Offer support for midweek and outside events
- Collaborate with the Facilities Department to manage regular maintenance schedules for production equipment, as well as developing integration plans for newly acquired production equipment.
- Continually evaluate and refine how the Production Team functions with a focus on efficiency, effectiveness, and evolving to meet changing programming needs.
- Work closely with Production Assistants to continually develop new production leaders, deliver the vision, and continually train on new procedures.
- Participate in Worship Arts team meetings and worship planning meetings.
- Respond to electronic communications in a timely and sensitive manner.
- Manage the production budget.
- Other duties as assigned.

### **EDUCATION AND EXPERIENCE**

- Associate's degree or equivalent required, preferably in the field of Electronics, Communications, Audio Production, Media, Recording; Bachelor's degree preferred.

- Minimum of 3 years' experience in live production (audio/visual/lighting/video technology) required, preferably at a large church.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Personal relationship with Jesus Christ, affirmation with Chapel Hill's values and agreement with the EPC Essentials of the Faith ([epc.org/about/beliefs](http://epc.org/about/beliefs)).
- Excellent communication and organizational skills, as well as a humble and collaborative attitude.
- Ability to effectively communicate with volunteers and staff
- A desire to learn and grow in the art of production.
- Administrative skills for leading a team, managing email, appointments, and multi-tasking.
- Advanced knowledge of lighting, visual, video and audio systems, with a willingness to learn the unique systems at Chapel Hill. To include:
  - Lighting experience, including the ability to design and program lighting cues on a digital lighting board. Experience with the High-End Systems Hog 4 platform is a preferred.
  - Live-streaming experience, including having worked with multiple cameras and a video switcher. Experience managing Resi broadcast hardware and Studio One DAW software is a preferred.
  - Audio experience, including mixing for online broadcasts as well as front of house. Specific experience on an SSL L-Series console preferred.
- Computer experience, including slide presentation software (such as ProPresenter, or Proclaim), Planning Center Online, and the Microsoft Office suite of applications.
- Ability to manage time and resources within a budget.
- Ability to lift up to 50 pounds.

### **COMPENSTATION AND BENEFITS**

The salary range for this position is \$55,000 – \$70,000 annually, depending on experience and qualifications. Chapel Hill offers a comprehensive benefits package including:

- Medical, dental, vision & life insurance coverage
- Paid Time Off (PTO)

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**All employees are required to pass a criminal background check prior to start of employment.**

*All employees must understand that they are a part of a Christian church and that their employment is a God-ordained vocation. In this regard, employees must fully support and live consistently and in accordance with any Statement of Faith and Christian standards of living as may be set forth in the church's employee handbook.*