

CROSSROADS

Job Description: Production Director

Reports to: Derek Henbest, Worship & Production Pastor

Classification: Exempt, Full-Time (40 hours)

Vision Statement

To see our valley awakened and transformed by the love of God.

Mission Statement

To equip and mobilize people to live the life and mission of Jesus.

Primary Purpose: The Production Director champions excellence in live production, creating engaging, distraction-free worship environments for mid-to-large-scale production at our weekly gatherings and events.

Primary Job Responsibilities:

1. Live Production & Technical Execution:

- **Audio & Networks:** Mix live sound (FOH/Monitors) for weekend services and events, maintaining clean signal flow and managing the Dante audio network for FOH, recording, and livestream routing.
- **Lighting & Video Systems:** Program and run lighting scenes using Lightkey across DMX universes; manage LED screen content via ProPresenter; operate Blackmagic cameras and ATEM switchers for live production and streaming.
- **Presentation & Media:** Set up, operate, and maintain ProPresenter playlists, lyrics, and media cues, ensuring real-time troubleshooting and visual consistency across all formats.

2. Team Leadership & Ministry Partner (Volunteer) Development

- **Recruitment & Training:** Recruit, train, and schedule Ministry Partners across all production disciplines (audio, lighting, presentation, and camera).
- **Process & Onboarding:** Develop simple, repeatable training materials and clear onboarding pathways for new team members.

3. Systems Maintenance & Strategic Collaboration

- **Gear & Systems Health:** Perform routine maintenance, troubleshoot production equipment, flag gear needs, and coordinate repairs or upgrades.
- **Ministry Collaboration:** Partner with the Worship and Production Pastor on service planning and special events (baptisms, Christmas/Easter); coordinate production support for Next Gen and Youth Ministry events.

Champion Crossroads' Vision, Culture, & Strategy

- Cultivate a culture of care, compassion, and prayer throughout the Crossroads church.
- Be a person of refuge who delivers the proper care to the right people compassionately.
- Follow Crossroads' core values of Refuge, Transformation, and Partnership.

Attributes:

- Honor - Live lives that honor the Lord and one another
- Honest - Living and leading with honesty and in authentic harmony
- Humble - Being a learner - curious - and extending charitable judgment to others
- Hungry - Desire to get the job done well - working enthusiastically unto the Lord
- Positive Attitude
- Fun/enjoyable
- Loyal
- Share the vision of Crossroads to fulfill the Great Commission with integrity and passion.
- Highly self-motivated and directed
- Ability to effectively prioritize and execute tasks in a high-pressure environment

Team Connections:

- Consistent contact with the Worship & Production Pastor and Worship & Production Team.
- Weekly team meetings to encourage and disciple the team.
- Commit to being disciplined by someone within Crossroads Church.

Personal Qualifications, Attributes, and Accountability:

- **Required Technical Skills:** Proven experience operating and troubleshooting ProPresenter, Lightkey (DMX lighting control), Dante-networked audio systems, and Blackmagic cameras with ATEM switchers.
- **Live Audio Expertise:** Practical experience mixing live sound (FOH and/or monitors) in a live environment.
- **Ministry Partner (Volunteers) Leadership:** Strong commitment to recruiting, equipping, and leading Ministry Partners, with a patient and encouraging approach toward varying skill levels.
- **Problem-Solving:** Calm, adaptable, and quick-thinking under the pressure of real-time live production environment issues.
- **Working Hours:** Full-time role requiring presence for all weekend services. Weekday hours dedicated to planning, systems maintenance, and team training, with occasional evenings required for special ministry events.