

Faithbridge Church

POSITION
DESCRIPTION



Position Assignment:

- **Title:** AVL Production Director
- **Staff Grade:** Full-time (40 hours per week), Exempt, Salaried
- **Accountability:** Worship Pastor
- **Ministry/Dept.:** Worship & Production Ministry

Summary of Position:

The AVL Production Director provides leadership, vision, and oversight for all audio, video, and lighting (AVL) ministries at Faithbridge Church. This role ensures technically excellent, distraction-free worship environments for Sunday gatherings and ministry events across campus, while building healthy systems, developing volunteers and staff, and partnering effectively with other ministries. This is a leadership role, not simply a technical role, responsible for culture, quality, systems, and people.

Purpose:

To support Faithbridge's mission of making more and stronger disciples of Jesus Christ by stewarding production ministries with Ministry Excellence, creating environments where people can encounter God without distraction.

Duties & Responsibilities:

1. Spiritual Leadership & Culture
 - a. Model Christ-centered character, integrity, humility, and a commitment to living above reproach.
 - b. Actively participate in Faithbridge community life and align with the church's mission, values, and leadership.
 - c. Foster a healthy, encouraging, and accountable culture among production staff and volunteers.
2. Leadership & Team Development
 - a. Lead, manage, and develop production staff, contractors, and volunteers across audio, video, and lighting teams.
 - b. Recruit, train, schedule, and retain volunteers, creating clear pathways for onboarding and growth.
 - c. Conduct consistent 1-on-1 check-ins, coaching, and timely performance reviews.
 - d. Collaborate with the Worship Pastor to create and maintain clear training documentation and resources.
3. Production Oversight & Quality Control
 - a. Oversee planning, preparation, and execution of production for all worship services and supported events.
 - b. Ensure consistent technical excellence across all venues and gatherings.

- c. Maintain industry-standard expectations for stage cleanliness, cable management, equipment care, and backstage culture.
 - d. Ensure all production equipment is functional, maintained, and properly stored.
- 4. Systems, Processes & Communication
 - a. Own and steward production systems and workflows (including The Rock, Planning Center, scheduling tools, and request processes).
 - b. Maintain and reinforce a healthy, clear production request culture across the campus.
 - c. Partner with the Worship Ministry Administrative Associate to ensure volunteers are scheduled and communicated with 3–5 weeks in advance.
 - d. Proactively communicate changes, limitations, and expectations with ministry partners.
- 5. Cross-Ministry Partnership
 - a. Serve as a key production liaison for all ministries, resourcing events, gatherings, and classes with clarity and care.
 - b. Collaborate with ministry leaders to align creative vision, technical realities, staffing capacity, and timelines.
 - c. Support Children’s, Students, and other ministries with recurring AVL needs.
- 6. Technical & Creative Leadership
 - a. Oversee the design, engineering, installation, and maintenance of permanent and temporary AVL systems.
 - b. Provide hands-on technical leadership when needed (audio mixing, video systems, lighting programming, troubleshooting).
 - c. Contribute creatively to worship gatherings and special events.
 - d. Assist with stage set design and implementation, including construction coordination and teardown.
- 7. Planning & Innovation
 - a. Participate in weekly worship planning meetings.
 - b. Stay current with emerging AVL technologies, best practices, and industry standards.
 - c. Proactively identify opportunities for improvement and resourcing, bringing recommendations to the Worship Pastor.

Skills and Qualifications:

- 1. Required Competencies
 - a. Strong leadership and people-management skills with staff and volunteers.
 - b. Professional proficiency in audio, video, and lighting systems.
 - c. Advanced understanding of audio signal flow, live mixing, system design, and Dante networking.
 - d. Working knowledge of broadcast video systems and video signal flow.
 - e. Ability to troubleshoot complex technical issues calmly and effectively.
 - f. Experience with stage standards, cable management, and clean production environments.
 - g. Strong organizational skills with the ability to plan ahead and manage multiple priorities.
 - h. Clear, timely, and emotionally intelligent communication.
- 2. Personal Attributes
 - a. Self-motivated, adaptable, and solutions-oriented.
 - b. Trustworthy, discreet, and emotionally mature.
 - c. Comfortable making decisions under pressure.
 - d. Passionate about developing people and building healthy volunteer teams.
 - e. Lifelong learner committed to growth in leadership, ministry, and technology.
- 3. Education & Experience

- a. Two-year degree or equivalent experience preferred.
- b. Minimum of five years of experience in production ministry or live event production.

Organization Relationship:

Though reporting directly to the Worship Pastor, this position is unique in that it supports other ministries throughout the church in various production roles. Children and Student ministry’s need weekly audio and video support, as do other small groups and events seasonally. This person will have daily contact with paid staff, volunteers, and church members and attenders.

Working Conditions:

- This is a full-time, salaried position (40 hours per week) with a regular in-person schedule established in collaboration with the Worship Pastor. The role includes pre-approved Sunday services, evenings, and special events. Attendance is required for major all-church gatherings and seasonal events, including Ministry Expo, Christmas Eve, and Easter. Continuing education and spiritual formation are expected as directed by the supervisor, including participation in at least one approved conference annually.
- Due to the nature of church ministry and volunteer coordination, this position requires flexibility and will regularly include evenings and weekends.
- Must be physically able to lift up to 50 pounds, safely operate lifts and production equipment, troubleshoot in high-pressure environments, and maintain focus and professionalism during time-sensitive situations.

Needed Attributes:

- Highly organized, proactive, and able to anticipate needs, risks, and contingencies before they arise.
- Demonstrates a positive, solution-oriented attitude with flexibility to adapt to changing ministry demands.
- Performs effectively under pressure, exercising sound judgment and calm decision-making in real time.
- Leads and communicates well across a diverse team of full-time and part-time staff, contractors, and volunteers; exhibits strong interpersonal skills, initiative, attention to detail, technical competence, and the ability to inspire and unify others.
- Committed to learning, embodying, and advancing the values of Faithbridge Church, with a clear love for Jesus Christ and a passion for making more and stronger disciples.

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow the job description as outlined above, and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor. I will meet with my supervisor for a formal review 30 days from the date below.

Employee’s Signature

Date

Print Name