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# Job Description | Veritas Church

**Job Title:** Production & Facilities Leader

**Direct Supervisor:** Executive Director of Operations

**Average Hours/Week:** Full Time (40+ hours)

**FLSA Status:** Exempt

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## General Vision

The Production & Facility Leader provides oversight to the production team & facility volunteers while working closely with the worship leaders and teams, church staff and other ministries to ensure gatherings and events are technologically enhanced and free from distractions. This position is also responsible for the general oversight of the buildings, grounds, equipment, AVL equipment, mechanical systems, cleaning, and ensuring the facilities are operational, safe, clean, and ready for church services and other ministry activities.

## Essential Job Functions | Production

- Manage AVL systems across Veritas campuses: Set-up & tear-down of video, lighting and audio elements for Veritas services and events.
- Recruit, manage, train, and schedule production volunteers for all Veritas services and events (including, but not limited to, Sundays, Students, Salt Co., leader gatherings, etc.)
- Maintain AVL equipment, troubleshoot problems, and oversee repairs of older equipment and purchasing of new equipment
- Identify and implement new technologies and tools, as needed, under the direction of the Operations Director.
- Attend, serve, and lead at all required events and activities including staff meetings, devotionals, special events, staff development days, etc.
- Oversee and manage the production budget
- Work closely with and serve worship leaders and teams

## Essential Job Functions | Facility

- Building Security: Ensuring the proper building doors and access points are open and closed for and after scheduled events.
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- Facility/Event Schedule: Using the facility schedule, assist ministries in executing room set ups for events, including tables and chair configurations as well as specific ministry needs.
- Cleaning: Using the facility schedule, work with the contracted cleaning service to ensure the building is clean and operationally ready for day to day events and weekend services.
- Room Management: Inspecting rooms prior to events and connecting with the event leader prior to the event to make sure all facility needs are met, including temperature settings, doors and access, room configurations, and last minute needs and details.
- Building Systems: Ensure building systems such as HVAC, doors, and lighting are operational.
- Vendors: Be the primary point of contact for building and maintenance vendors
- Volunteers: Identify, develop, and schedule a team of facility volunteers to assist in building and maintenance repairs.
- Customer Service: Incorporate with all staff and volunteers a customer service-oriented approach when dealing with church staff, volunteers, vendors, and participants of Veritas.

### **Competencies**

- Communication - Demonstrated capacity to instruct, and encourage through effective communication in various settings. Able to communicate and work within a complex organizational structure with multiple layers of input.
- Collaborative Leadership Skills - - Collaborate across the organization and with various ministry departments. Ability to lead in concert with other leaders. Ability to integrate multiple perspectives and synthesize them into a cohesive plan. Ability to lead across teams and coach volunteers and production team members.
- Detail Oriented & Organizational Skills - Proven skills in organizing, prioritizing, implementing, and managing multiple projects at different stages simultaneously. Shows attention to detail with processes and systems. Solves problems with creativity and minimal input. Able to successfully develop new and better ways to work and promote a continuous improvement mentality.
- Digital Systems - Understanding of and experience with the operation of current digital audio consoles. Ability to construct a full band mix. Experience working with digital project management tools (Asana, Trello, Wunderlist, etc.). Familiarity with recording software (Pro Tools, Logic, Ableton).

### **Requirements**

- Agree with Veritas Church's Expectations of Membership, Statement of Faith, and commit to exhibiting a lifestyle that is consistent with the same
  - Experience working in ministry is preferred but not required
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- Meet the minimum requirements for church leadership as outlined in scripture.
  - High level of integrity, confidentiality, work ethic, and dependability
  - Ability to adapt to a continually evolving environment
  - Proficient with Google GSuite applications and online database systems.
  - Advanced working knowledge in key AVL production systems, including but not limited to – A&H, Yamaha, ProPresenter, video switchers
  - Proficient in basic construction and maintenance
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