



CROSSROADS CHURCH | JOB DESCRIPTION

Position Title:	Production Director
Department:	Creative Arts
Reports to:	Creative Arts Pastor
Oversees:	Production staff & volunteers, service & event production, systems & technology, production budgets
Hours:	Full time; 40 Hours

Position Summary:

The Production Director provides leadership and oversight for all production and technical environments across the church, including audio, video, lighting, livestream, staging, and broadcast systems. This role is responsible for creating excellent and distraction-free environments that support worship, teaching, and ministry experiences.

More importantly, the Production Director is a team builder and leader developer. This position exists not only to execute services with excellence, but to recruit, train, disciple, empower, and care for a growing team of volunteers and production leaders. The ideal candidate thrives in building healthy culture, developing people, and creating systems that help teams succeed.

Key Responsibilities:

Team Building & Leadership

- Recruit, train, schedule, and develop production volunteers and team leaders
- Create a healthy, positive, and encouraging culture within the Production Ministry
- Build leadership pipelines that help volunteers grow spiritually, relationally, and technically
- Lead regular team trainings, onboarding processes, and development opportunities
- Care for volunteers through encouragement, appreciation, coaching, and pastoral support
- Create systems that allow volunteers to succeed and feel valued
- Develop team leads for audio, lighting, video, cameras, livestream, and stage management
- Foster teamwork and collaboration between production, worship, communications, and ministry teams



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Service & Event Production

- Oversee all technical production for worship services, conferences, special events, and ministry gatherings
- Ensure excellent execution of audio, video, lighting, and livestream experiences
- Lead service rehearsals and production planning meetings
- Troubleshoot technical issues quickly and effectively during live environments
- Maintain distraction-free and engaging worship environments

Systems & Technology Oversight

- Oversee maintenance and organization of all production equipment and systems
- Manage upgrades, repairs, installations, and technical improvements
- Create standards and workflows for production systems across campuses or venues
- Maintain production equipment inventories and documentation
- Stay current on trends and best practices in church production technology

Planning & Collaboration

- Work closely with Worship, Creative, Communications, and Pastoral teams
- Help plan services and experiences that align with the church's mission and vision
- Assist with stage design, creative elements, and service flow
- Collaborate on livestream and online ministry strategies

Administration & Stewardship

- Develop and manage production budgets
- Oversee production-related purchases and vendor relationships
- Create volunteer schedules and team communication systems
- Maintain organized production files and technical documentation



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Qualifications:

- Strong personal faith and alignment with the church's mission and values
- Passion for developing people and building healthy volunteer teams
- Strong leadership, communication, and relational skills
- Experience leading production teams in a large church or live event environment preferred
- Knowledge of audio, video, lighting, livestream, and production systems
- Ability to stay calm and lead effectively under pressure
- Strong organizational and problem-solving abilities

Education & Experience

- 3–5 years of production leadership experience preferred
- Experience leading volunteer teams required
- Experience with systems such as ProPresenter, digital audio consoles, lighting software, livestream platforms, and video systems preferred

Work Environment

- Full-time position
- Requires evenings, weekends, rehearsals, conferences, and special event support
- Fast-paced, team-oriented ministry environment

Success Indicators

- Healthy, growing, and engaged volunteer production teams
- Excellent execution of worship services and events
- Strong team culture with high volunteer retention
- Reliable and organized production systems
- Leaders and volunteers being developed spiritually and technically
- Production environments that help people engage with worship and teaching without distraction