



Job Title: Production Director

Organization: Grace Church

Grace-church.com

Location: Glendora, CA

Job Type: Full-Time

Reports To: Executive Pastor

Grace Church Production Director

Overview

The **Production Director** is a key member of the Grace Church team, responsible for overseeing all technical and production aspects of worship services and special events. Working under the direction of the Worship Director, this role ensures that every production element supports Grace Church's mission of *Helping People Find and Follow Jesus*.

The ideal candidate combines strong technical expertise with a heart for ministry, maintaining excellence for both live and online worship environments. They will lead and develop volunteer production teams while ensuring that all audio, lighting, video, and broadcast elements align with Grace's creative vision and values.

Key Responsibilities

Service & Event Production

- Oversee the technical execution of all worship services and special events in collaboration with the Worship Director and Ministry Lead Team.
- Design and mix high-quality, consistent audio for worship services and events (proficiency with digital audio consoles required).
- Manage lighting design, stage setup, and overall environmental aesthetics to enhance the worship experience.
- Participate in creative planning meetings to contribute technical insight and support creative direction.
- Partner with the Worship Director and Communication Lead on video production planning, including storyboarding, equipment setup, and filming logistics.
- Manage ProPresenter systems and oversee the creation in coordination with the ProPres team in organization and delivery of service slides and media.

Staff & Volunteer Leadership

- Oversee paid part-time sound technicians for all worship services and special events
- Develop a *Leadership Pipeline* by recruiting, training, and developing volunteers for all areas of production (audio, video, lighting, and stage)
- Schedule and coordinate volunteer teams for weekend services and special events.
- Foster a culture of spiritual growth, excellence, and community within the production team.

Equipment & Systems Management

- Oversee the purchase, maintenance, and operation of all production and technical equipment in collaboration with the Executive Team thru successful budget planning and management.

- Maintain detailed knowledge of AVL systems and ensure all equipment is fully functional and up to date.
- Assess current and future technology needs; create proposals for new equipment or upgrades.
- Maintain an organized inventory of all production assets across the facility.

Qualifications

Education & Experience

- Bachelor's Degree preferred; equivalent combination of education and experience will be considered.
- 5+ years of hands-on experience in live audio engineering, multi-camera video switching, lighting programming, and presentation software.

Skills & Competencies

- Proficient with Mac OS and Google Workspace.
- Skilled in Adobe Premiere, Final Cut Pro, or similar video editing platforms.
- Advanced user of ProPresenter software.
- Strong understanding of lighting design, DMX systems, and related hardware/software.
- Comprehensive knowledge of AVL systems, including live sound, camera operation, video switching, and lighting control.
- Efficient knowledge of various musical instrumentation requirements.
- Strong organizational, problem-solving, and leadership abilities.
- Ability to lift up to 50 lbs and stand for extended periods.

Personal & Spiritual Qualities

- A devoted follower of Jesus Christ with a growing, authentic faith.
 - Demonstrates humility, emotional intelligence, and a servant attitude.
 - Passionate about using creative and technical gifts to serve the Church.
 - Committed to Grace Church's mission, vision, and core values.
 - Brings joy, enthusiasm, and a collaborative spirit to the team.
-

To Apply

Please send the following to jobs@grace-church.com:

- Resume
- Brief cover letter sharing your heart for production ministry and why you're interested in the role at Grace Church.

Applications will be reviewed on a rolling basis.

Salary Range: \$80-95k