Doxology Bible Church

Production Director

Position: Production Director

Status: Full-time

Reports to: Creative Director

Key Relationships: Creative Team, Worship Team, Ministry and Congregation Leaders, Production Volunteers, and Contract/Freelance AV Technicians

Position Focus

The Production Director leads production ministry at Doxology's Southwest location through hands-on technical leadership, volunteer development, and stewardship of production systems and spaces.

This person owns production for weekend services and major church events, builds teams to lead ongoing ministry production, and manages freelance and contract support for other events. Success means excellent production and capable people who are equipped and trusted to lead.

The Director also serves as a production resource for all Doxology congregations, providing technical guidance and collaborative support while developing systems that can grow with the church.

Doxology's Vision

To develop Christ-centered people who make a difference by helping them Connect with Christ, Transform in Community, and Engage their World.

Leading the Way Personally

Every member of the Doxology staff is expected to model a growing relationship with Christ, champion the mission and vision of the church, and lead with humility, integrity, excellence, and a servant's heart.

We take ownership of our roles and care for the church as a whole, willingly helping one another as needs arise and capacity allows.

Weekend Services & Major Events

- Own production for weekend services and major church events at Southwest, providing hands-on leadership from preparation through execution.
- Partner with the Creative Director, Worship Pastor, and ministry leaders to create engaging, Gospel-centered services and events.
- Lead production across audio, lighting, video, livestream, and presentation systems, setting clear expectations and helping teams continually improve.

Cross-Congregational Support

- Serve as a trusted production resource for Doxology congregation leaders through technical guidance, training, troubleshooting, and equipment recommendations.
- Collaborate on production and facility projects, shared equipment stewardship, and practical systems that support current and future congregations.
- Provide occasional hands-on help as capacity and agreed priorities allow. Day-to-day production and volunteer leadership remain with each congregation's designated leaders.
- Coordinate support with congregation leaders, maintaining clear ownership, priorities, and expectations.

Volunteer Leadership & Development

- Build a healthy production volunteer culture through recruiting, training, shepherding, and leadership development.
- Identify and develop volunteer leaders, giving them meaningful responsibility and the coaching and authority to lead well.
- Equip teams to carry ministry production with confidence, growing their ownership and reducing dependence on any one person.

Kids, Youth & College Production

- Lead production support for **Hero Central (Sunday morning kids), Bridge (Wednesday evening youth), and Encounter (Tuesday evening college)**, with hands-on involvement and team oversight appropriate to each ministry.
- For Hero Central, serve as a resource and coach, training and equipping capable leaders to own kids media without serving as the primary Sunday morning operator.
- Initially provide hands-on AV coverage for Bridge, then develop or schedule a capable person or team to take ownership of weekly execution.
- Oversee and support Encounter's existing paid AV technician, ensuring dependable coverage and production that serves the ministry.
- Stay engaged with each ministry and accountable for production quality, whether personally operating or leading through others.

Event Production & Staffing

- Build and manage a dependable roster of freelance and contract AV technicians for weddings, funerals, outside events, and other approved uses, personally working these events when needed.
- Arrange appropriate volunteer or paid coverage and oversee event readiness and quality; personal attendance is not required at every event.
- Plan support with ministry and event leaders according to available people, resources, and approved budgets, resolving competing priorities with the Creative Director.

Production Systems & Spaces

- Keep Southwest production systems and spaces reliable, organized, and ready for ministry, handling technical work directly or coordinating qualified support. Because Doxology Español meets on site in the Southwest Chapel, provide hands-on support for that space as needed while leaving Español service-time operations to its ministry team.
- Maintain a centralized production equipment inventory across Doxology ministries and congregations, and coordinate documentation, maintenance, equipment sharing, and replacement planning with ministry leaders.
- Set technical standards and guide equipment use and improvements within approved plans and budgets.

Continuing Education & Church Life

- Continue growing in theological understanding, production expertise, and leadership through approved training, conferences, and development opportunities.
- Become an active member of Doxology and invest in the life, culture, and mission of the church.
- Participation in a Community Group is strongly encouraged.