

TITLE: Director of Multi-Site Production

CENTRAL SUPPORT

REPORTS TO: Director of Service Programming

SALARY: 40 hours per week

POSITION SUMMARY

The Director of Multi-site Production accelerates the mission of CedarCreek by leading and overseeing all aspects of two campus locations that receive the broadcast, ensuring weekend services are executed with excellence for those locations and teams are growing and thriving.

POSITION RESPONSIBILITIES

- Oversee the preparation, training, development, and scheduling of the DreamTeam for each campus for services and special events.
- Alongside Music Director, carry the vision for weekend service programming and implement at each campus with the production DreamTeam and campus team.
- Assist in recruitment of DreamTeam
- Ensure stage is well kept and maintained
- Ensure backstage is well organized and supportive of music and production needs with updated inventory
- Work with Central Production Staff to ensure all technical needs for weekend services are met
- Oversee all tickets submitted for both campuses in auditorium, classroom spaces, lobby, etc.
- Be a part of the campus teams attending campus staff meeting (every other by campus) and assisting with campus projects
- Serve as Campus Production Director
- Serve on rotation in Production Live Support Chat
- Attend weekly Arts Department meetings
- Communicate specific needs, feedback, and issues
- Train with Central team on all production functions including lighting, LED walls, tech, etc.
- Assist with Central Production projects as needed:
 - o ProPresenter builds
 - o Central walk through and run through
 - o Stage sets – builds and set-up

MEASUREMENTS

The position will be evaluated by the following quantifiable measurements:

- Production DreamTeam is fully staffed and trained every weekend at each campus.
- Number of new Production Team members added through GrowthTrack.
- Production team culture aligned with overall culture and team is healthy

WORKWEEK SCHEDULE

The position will operate on the general schedule listed below, but is subject to change based on the addition of events or rehearsals, holiday schedules, or supervisor discretion:

- Monday, Tuesday: 9-5
- Wednesday: 9-4, 6-9
- Thursday: 9-3
- Friday: Off
- Saturday: 2-6
- Sunday: 8-12
 - o 1 Campus – 16 Hours
 - o 1 Campus – 16 Hours
 - o Central – 8 Hours

ACCOUNTABILITIES

The position will also be held accountable for the following:

- Being a tithing contributor in good standing at CedarCreek Church
- Attendance at a weekend service and in a Group or on the DreamTeam
- Modeling and championing the Mission, Vision, and Core Values of CedarCreek Church
- Honoring the CedarCreek Church Staff 10 Points of Accountability

DISCLAIMER

The measurements and responsibilities of this role may evolve over time to meet changing organizational needs. Accordingly, the Supervisor may assign or reassign duties and responsibilities to the employee as needed. This position is classified as at-will, meaning either the employee or the organization may terminate the employment relationship at any time, with or without cause or notice.

CedarCreek Church is committed to providing reasonable accommodations for qualified individuals with disabilities in our hiring process and throughout employment, in accordance with the Americans with Disabilities Act (ADA). If you require assistance or accommodation due to a disability during the application or interview process, please contact HRCoordinator@CedarCreek.tv.