

Job Description

Job Title	Production Manager
Responsible to	Music Director
Location	New Life Christian Centre, Cairo New Road, Croydon, CR0 1XP.
Salary	£22,500 - £26,000 pro-rata, depending on experience
Contract	12 months, 3-month probation period. Part time, 21 hours per week.
Benefits	Private medical insurance, Death in Service cover & Pension after 3 consecutive months' work.
Start/end date	September 2021 - September 2022

Main Purpose Of The Job

New Life Croydon is a large, vibrant and diverse church seeking to *reach* people with the gospel, *care* for the church, and *equip* believers to live out their Christian faith in a powerful way. New Life is reliant upon an effective use of technology to support its ministry, particularly in the areas of worship and teaching, both at its services and online.

The Production Manager would be responsible for undertaking a wide range of duties necessary to ensure all of New Life's technical needs across its operations are met professionally and creatively. This includes overseeing the sound, video, lighting, filming and broadcast of its services and events. Additionally, the Production Manager would play a key role in the production of New Life's online content and also in the running of the music studio.

Person Specification

There is an Occupational Requirement for this post to be filled by a committed Christian who is in agreement with the vision and core beliefs of New Life Croydon.

Skills/Character

The Production Manager would have the following qualities and abilities:

- Have an understanding of how churches operate and how technology best serves their objectives.
- Be creative, adaptable and innovative, proactively seeking new ways to enhance New Life's production ministry.
- Be willing to develop New Life's existing production setup, being able to research and source new equipment and make well-reasoned proposals for management approval.
- Be a strong team player, able to collaborate with other staff and volunteers.
- Working in a small team in an evolving and expanding ministry, be willing to stretch oneself into new areas that may be outside one's comfort zone and / or existing job description.
- Be highly self-motivated and able to work productively without supervision.
- Ability to follow direction thoroughly whilst also showing initiative.
- Ability to seek out the best value sources for the purchase of new equipment and accessories.
- Have excellent attention to detail and the ability to produce results to professional standards.
- Be willing to give a portion of their spare time voluntarily to the church where possible, in the same way that their team and church members do.

Experience

- Have 3+ years' experience in a variety of technical disciplines, particularly sound and video, and able to learn new skills where necessary.
- Experience of working in the production of church services or events.
- Experience in mixing audio, both live and studio.
- Experience in operating cameras and live-streaming.
- Experience of specifying requirements in order to procure value for money products from 3rd party suppliers.
- Experience sourcing and purchasing equipment for production systems.
- Experience using applications such as vMix, ProPresenter, Logic Pro X (or similar), Final Cut Pro (or similar).
- Knowledge of and ability to use standard IT packages (Microsoft Office).

Job Responsibilities

The oversight of all technical aspects of New Life's production including sound, AV, lighting, cameras, live-streaming, filming & recording as follows:

- The smooth operation of all technical aspects of New Life's Sunday services and events.
- Leading the voluntary Production Team, overseeing their recruitment and training and scheduling volunteers technicians for all services and events.
- Overseeing team members pastorally and reporting to the Music Director as necessary.
- Updating and expanding New Life's online content such as services, sermons, podcast, video content etc.
- Filming and editing videos such as announcement VTs for services, or testimony and teaching videos published online.
- Installing, maintaining and upgrading all technical equipment around the centre and ensuring all areas on-site are tidy and conducive to an efficient workflow in what is a multi-user environment.
- Researching and overseeing installation of new equipment, such as trussing and a lighting rig.
- Playing an active role in the running of New Life's music studio, including installation and maintenance of hardware and software and engineering of recording sessions.
- Covering the production needs of events such as weddings and funerals, scheduling additional volunteers as necessary.
- Liaising with PA suppliers and hiring extra equipment for services and events as required.
- Liaising with visiting production companies using New Life Christian Centre as a venue for other events.
- Undertaking any other duties that are deemed by the Music Director to fall within the remit of the Production Manager.

How to Apply

Application	Please send the following: <ol style="list-style-type: none">1. Your CV, including contact details for two referees who are happy to be contacted should you be short listed for interview.2. A report up to 500 words on why you believe God may be calling you to this role and your hopes and ideas for what you might achieve for the duration of the contract.3. Evidence of any previous work such as links to live-streams, audio you've mixed, videos you've produced etc.
Closing Deadline	1 October 2021
Interviews	Week commencing 4 October 2021
Applications submitted to & further information	jobs@newlifecroydon.co.uk