

# Production Manager

Part time – Two days per week including Sundays

This is an exciting and rewarding opportunity for the post-holder to enhance the quality production for our in-house material, and to develop our livestream and online presence.

## Our team

The staff team at St James exists to equip our members, and you would be joining about sixteen of us, in an enthusiastic and Christ-honouring culture. We work hard, care for each other, have fun, and try to be straightforwardly loving and honest. You'll have been recruited because of your gifts and character, so you won't be micromanaged, although you'll be clear on what's expected of you. You'll be encouraged to rest well and take all your time off. As a team we rely on each other to do our various ministries, and we have high standards. We dream up new ideas all the time, and if you're coming on board, we can't wait to hear yours.

## Job Description

### Main Objective

Work closely with the Music Minister and the Vicar to serve the church by providing leadership, oversight, development, and vision of our Production at St James. There will be a natural focus on our Sunday services, both online and in person as well as support for other church conferences and events. There will also be a responsibility for leading, growing and training our volunteer Production team. The successful candidate will have experience of promoting the live-streaming presence of an organisation, ideally a church.

The job holder will be someone who shares our vision for both the local church gathered in Christian worship and the possibilities of online engagement to deepen Christian discipleship and widen evangelistic outreach.

There is a Genuine Occupational Requirement that the job holder will be a practising Christian.

Schedule 9 of the Equality Act 2010 applies.

Applicants must have an existing right to work in the UK.

### The role

- Oversee the production of the Sunday worship services (in person and livestream) and any other church events. The two main services are at 10.30am and 6pm.
- Identify, build, train and encourage our Production teams to use their gifts for the glory of God.
- Oversee our in-house Production at services and events, including Video, Audio, Display and Broadcast. We use Planning Center to prepare and structure our services. Our Production setup operates using the full capabilities of NDI/SDI. We use Proclaim for media and lyrics and vMix for Video switching with two PTZs and one static camera.
- Oversee the care and maintenance of other technical equipment such as cables, sound desk, and projectors in the church building. (We run mostly PCs, and our general technical support is provided by an external company).

### Essential Skills and Competencies

- Experience in Audio and Video systems and live production.
- Experience with broadcasting Audio and live-streaming.

- In-depth understanding of analogue and digital audio systems including signal flow, patching and mixing.
- Basic backline knowledge and understanding of band formats and setups
- A good technical knowledge in Audio, Video, Display, and other digital systems.
- Excellent administrative and organizational skills.
- An ability to troubleshoot and solve problems quickly and calmly.
- An ability to prayerfully lead, grow and train a team of volunteers drawn from the Church family.

#### Desirable Skills and Competencies

Understanding and/or experience in:

- Audio and Video systems, and live production in a church setting.
- Ability to record and edit simple videos.
- The setup and control of lighting systems using DMX.
- Website maintenance (on SquareSpace).

#### Job Context

The post will be managed by the Head of Music and Worship Ministries.

The salary will be £16-20 per hour, depending on experience, for 16 hours per week.

Sunday is an essential working day, split between duties for the morning service and the evening service. The job holder will also ideally attend Tuesday lunchtime planning meetings.

There will be a 3-month probation period.

#### Safeguarding

St James is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders are expected to share this commitment.

#### To Apply

Please email [gabrielle.moris@st-james.org.uk](mailto:gabrielle.moris@st-james.org.uk). We'd love you to support your application by showing us what you've been doing: recordings, links, YouTube channels, are all welcome.

To discuss the role further, including any technical questions, contact [devon.hore@st-james.org.uk](mailto:devon.hore@st-james.org.uk)

To apply, click [here](#) or email [gabrielle.moris@st-james.org.uk](mailto:gabrielle.moris@st-james.org.uk)

Closing date for applications: Monday 30<sup>th</sup> June 5pm.

Interviews for shortlisted candidates will provisionally take place in the following week.

You will be asked for two referees, who would be contacted after interview.