

**Concord Church Position Description**  
**Job Title: Director, Service Programming**  
**Reports to: TBD**  
**Updated: April 26, 2019**  
**Exempt**

**General Summary**

The Director, Service Programming is responsible for leading the project team in creating and managing all aspects of the worship experience, including event strategy and messaging, creative development, engagement extensions, set design, and presentations during live and recorded Concord Church worship services and other productions and performances.

The Director, Service Programming exhibits the four Core Values of Concord Church:

- ***Boldness for Christ*** – *Unapologetically representing Christ to the world. (Phil. 1:20)*
- ***Passion for People*** – *Intentionally cultivating lifegiving relationships. (John 13:35)*
- ***Catalyst for Change*** – *Relentlessly transforming our city. (Jer. 29:7)*
- ***Hunger for More*** – *Radically pursuing what God has next for me. (Matt 5:6)*

**Essential Functions**

- Manage the creative implementation process and timeline of the weekly adult worship services
- Attract and retain highly capable volunteers and professionals for various assignments within the production teams.
- Refine, prepare, and execute service programming elements in partnership with campus staff.
- Provide leadership and clear direction to the creative and production teams on series planning.
- Partner with service-oriented ministry leads for creative direction on services and events. This includes oversight with ministry leads for outsourcing independent contractors, vendors, etc.
- Oversees all aspects of production for live and recorded Concord Church worship services and other productions and performances.
- Interviews industry professionals to determine their fit for a position within the production team, select contract employees to work on assigned projects, and determine time frame for contract employee.
- Approves or denies all requests for materials, props, additional time, and additional team members according to approved budgets.
- Coordinate with ministry leaders to review finished product is quality and ready for release.
- Lead meetings with ministry leaders, artist and professionals to ensure quality product delivery
- Partner with creative team to develop ideas for future projects
- Collaborate with Director, Marketing Communication and other leaders to share ideas to capture the vision of special events and sermon series. Use discretion and judgment to translate the vision into impactful multimedia production.

- Works closely with the Marketing Manager to produce informational and promotional videos, webcasts, sermon “teasers”, introductions, and sermon-specific needs.
- Attends and successfully completes all training as required by Concord Church.
- Performs other duties as assigned.

### **Supervisory Responsibilities**

This position supervises the Production Manager, Production Assistant, Video Engineer, and Audio Engineer.

### **Strategic Partnership**

Director, Marketing & Communication, Director, Music, and Director, Ministry and Teaching

### **Education and Experience**

This position requires a minimum of a Bachelor’s degree from an accredited college or university, preferably in multimedia production, film, television, music or journalism or a related field.

This position requires a minimum of three-five years of multimedia production team management experience (including film, TV, or music). Advanced knowledge of MS Office, large format analog and digital mixing consoles, A/V network control systems, wireless microphone systems, and video editing software such as Final Cut Pro is required.

### **Required Knowledge, Skills, and Abilities**

- Demonstrates strong leadership skills
- Communicates clearly and effectively
- Team Player
- Exhibits strong problem-solving skills
- Demonstrates knowledge of current media market trends
- Possesses broad knowledge of the means of production in question
- Exhibits familiarity with industry standards
- Is capable of maintaining a network of industry performers and other artists
- Exhibits ability to think both creatively and analytically

**Physical Requirements**

An employee in this position primarily works in a typical office environment, and uses computers, calculators, printers, phones, and other office equipment to draft fulfill the position duties. An employee in this position is required to walk, hear, speak, and stand to interact with customers, church members, and volunteers. Must be able to lift up to 50 pounds and move equipment such as cameras and lighting. Must be able to climb ladders and work at heights of 50' or more on catwalks. Work is conducted in a fast-paced, rapidly changing environment. The ability to manage stress, build professional and collaborative relationships, and reason through complex church business situations is required. A flexible schedule is required since this position requires evening and weekend work.

**Travel Requirements**

This position is required to attend meetings and events away from the primary church campus. A valid Texas drivers' license and acceptable motor vehicle record is required.

**Concord Church Membership**

This position is required to be a member of Concord Church. Employees in this position are expected to sincerely hold the same religious [beliefs](#) as expressed by Concord Church.