



## Church of the Nativity Job Description

**Title:** Director of Live Production & Events  
**Department:** Production  
**Reports To:** Associate to the Pastor  
**Hours:** Full Time

### General Description:

Assist in leadership and direction of Nativity's broadcast feeds, providing creative input to grow and improve our broadcasts and online experience. Lead Production Department as Department Head. Oversee all Audio and Video equipment and team members on campus. Manage broadcast & IMAG productions.

### Primary Responsibilities:

- Oversee IMAG, venue, and online broadcast feeds to ensure excellence, consistency and creativity
- Oversee Creative Tech ministry including training and development of all volunteer ministers who serve as directors, camera operators, and graphics operators
- Participate in creative and planning meetings for Mass and special events
- Ensure audio and video equipment in production environments are checked, tested and ready for each Mass and/or event including managing firmware and software updates on all A/V equipment on campus. As equipment fails, manage the repairs for such equipment.
- Program the video switcher board, shading station, and other audio & video equipment to adapt to the needs of the weekly broadcast and events held at Nativity
- Manage and schedule audio and video contractors as well as any A/V vendors on campus.
- Manage Mass and Special Event rundowns in Planning Center
- Recruit, train, and develop volunteer leaders within the Creative Tech ministry, creating clear pathways for skill development, leadership growth, and team growth.
- Collaborate with Worship, Communications, and ministry teams to translate ministry vision into compelling and effective production experiences that support engagement and discipleship.

## **Qualifications:**

**Education:** Bachelor's Degree preferred

**Special Skills or Knowledge Areas:** Experience with broadcast technology

## **Required Skills**

- Desire to learn and grow in technical knowledge
- Passion for excellence in all things
- Ability to make sound, critical decisions under pressure
- Good communication and people skills
- Ability to lead volunteers

## **Bonus Skills**

- Prior experience with Blackmagic Design Cameras & Video Switchers / Panels
- Prior experience using Planning Center Online and Script viewer
- Prior experience with Resi streaming

## **Supervisory responsibilities:**

- **Positions:** Production Department Head
- **Ministries:** Creative Tech

## **Competencies:**

### Builds Relationships

- Develops and leverages effective working relationships with other members of Nativity Staff as well as ministers and church members
- Acts with respect toward others
- Gains acceptance by understanding the viewpoints of others and seeking win win solutions

### Communicates Effectively

- Provides clear, consistent and timely communications
- Gives compelling reasons for ideas and recommendations

### Strategic Focus

- Continually works to create an irresistible environment at Nativity
- Works to see around the corner to anticipate future trends and consequences
- Translates Nativity vision into clear and effective plans

### Delivers Results

- Develops and consistently executes performance objectives
- Can be counted on to achieve goals successfully
- Consistently performs and adds value
- Sets clear and measurable goals; coaches staff to do the same
- Monitors progress and results; Provides ongoing performance feedback

- Rewards for accomplishments
- Provides challenging assignments as well as development activities

## **Rebuilt Parish**

Rebuilt Parish was formed from and in conjunction with the Rebuilt book series authored by Fr. Michael White and Tom Corcoran. In your role at Church of the Nativity, your work product will also generate content for Rebuilt Parish while meeting the mission of Church of the Nativity. Your position within Church of the Nativity will enhance, grow, and support the Rebuilt Parish movement.

Church of the Nativity offers a comprehensive benefits plan and competitive salaries.

Go to [churchnativity.com/team](http://churchnativity.com/team) to apply.

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