



HARVEST

BIBLE CHAPEL

Job Title: Director of Production	
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Reports to the Executive Pastor

Summary:

The role of Director of Production involves leading, training, equipping and shepherding the workers within the AV ministry of Harvest Bible Chapel. This role requires technical competency, organizations skills, and above all spiritual maturity and a passion for the Lord.

Job Functions Include...

Weekend Production:

- Humbly lead a team of competent workers that can produce a distraction-free church service
- Recruit, train and teach workers to be efficient users of the AV equipment
- Mentor and disciple younger believers within the AV Ministry
- Troubleshoot technical issues as needed
- Coordinate and schedule the weekend production roster

Weekly and Special Event AV Needs:

- Provide AV Support for each ministry of Harvest Bible Chapel
- Track AV Inventory
- Production of videos that support the ministries of Harvest Bible Chapel
- Upload weekend services to website

Live in the Light Radio Ministry:

- Produce the “radio-ready” sermons for the radio stations
- Liaison with Radio Stations

Other:

- Fiscal responsibility over the AV and Media budget
- Do whatever it takes to “do church”!

Non-Negotiables:

- Mature follower of Jesus Christ
- Leadership and Equipping abilities
- Technically and Musically inclined
- Self starter and motivated
- Minimum technical experience of 2-3 years in medium to large church environment

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the church.
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Resumes can be sent to bventresca@harvestoakville.ca. Only those considered for the position will be contacted.