



JOB DESCRIPTION



INFORMATION

Job Title:	<i>Production Manager</i>	EEOC Job Classification	Professionals
		FLSA Classification	Exempt
Department:	Events & Production	W/C Classification	9101 – Labor
Reports To:	Director	Compensation	\$75,000 - \$80,000

SUMMARY

Advance the mission and vision of TMUS by ensuring all aspects of chapel and campus event audio, video, and lighting are executed in a professional and timely manner. Ensure adherence to campus production standards for all productions. This position also provides leadership to a team of interns in the execution of all campus production needs as assigned.

ESSENTIAL JOB FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Implement and execute the technical aspects of campus production including but not limited to: chapel production, mixed modality learning objectives, campus events and video projects.
- Coordinate with the Director, Event Manager and others to design and implement campus AV solutions.
- Work with Facilities and Services team in hosting off campus groups on our campus for events and conferences.
- Coordinate the repair, maintenance and care of all campus AV assets.
- Provide support for various ministry partners and outside rentals as needed.
- Provide ownership of campus production processes as it pertains to live productions on campus.
- Ensure execution of campus experience and event deliverables in a service driven, customer focused manner.
- Provide consistency and continuity in events and live production environments.
- Partner with campus operational partners in the design, service and maintenance of installed AV on campus.
- Performs other related duties as assigned.

QUALIFICATIONS

- Has a personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of TMUS and a continuous exhibition of a desire to minister and serve others in varied capacities.
- Excellent written and verbal communication skills
- Strong organizational and interpersonal skills
- Service oriented with strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Exercise confidentiality, good judgment and discernment.
- Committed to creating a dynamic office culture that is relationally driven and customer service oriented.
- Able to multitask in a fast paced and high energy environment.
- Adapt and problem solve in a timely manner.
- Working understanding of data driven, customer focused live productions.

- Able to translate technical data into clear and easily understood communication for various stakeholders across campus.
- Familiar with various industry standard software and systems such as Dante, grandMA3, JetBuilt, Adobe products, Davinci Resolve, BlackMagic Design, Extron.
- Must successfully pass a background investigation.

SUPERVISORY RESPONSIBILITY

- Assign, plan, and oversee the work of the various production teams on campus.
- Handle discipline and termination of employees as needed and in accordance with TMUS policy.
- Train employees, verify timecards, and monitor budget.
- Complete employee evaluations and help maintain up to date job descriptions.

EDUCATION AND EXPERIENCE

- Bachelor's degree or equivalent experience.
- At least two-years' experience in a production management role.
- Proficient in Microsoft Office Suite or similar software.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- This position requires the ability to occasionally lift office products and supplies, up to 30 pounds.
- No travel with overnight stay expected.

ADDITIONAL INFORMATION

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

The Master's University & Seminary does not discriminate on the basis of race, color, national origin, ancestry, gender, age, marital status, veteran status or prior military service, medical condition, or any physical or mental disability. We are committed to practicing principles of equal employment opportunity and diversity based upon sovereign Biblical principles.