

# Job description and duties

**Status:** Exempt, Full Time

**Reports to:** Director of Music and Worship Production

**Schedule:** Fridays and Sundays regularly required; remaining hours scheduled in coordination with supervisor

## Overview

The Worship Production Manager ensures the seamless execution of Sunday worship and special services at Foothills Unitarian—before, during, and after each event. As the point leader for worship production, they coordinate all technical and logistical elements to create a cohesive, high-quality in-person and livestream experience. This role owns the systems and workflows that support worship preparation, production, and post-production, ensuring the tools, people, and processes are aligned toward excellence, efficiency, and meaningful engagement.

This is a leadership role without staff supervision. It requires strong initiative, tech intuition, confident decision-making, and a commitment to continuous improvement. The ideal candidate thrives under pressure, communicates clearly, and thinks both strategically and systemically while staying grounded in execution.

As a new role, the full extent of the responsibilities is still in development, and may continue to shift through the first 90 days of the position, as needs/systems are evaluated.

## Key Responsibilities

### Worship Production Leadership

- Serve as the point leader for all worship production elements on Sunday mornings and during special services.
  - Manage end-to-end worship production cycle: from preparation through execution and post-production.
  - Collaborate with ministers, music staff, and volunteers to ensure all service-related content is accurate, timely, and integrated.
  - Coordinate with AV volunteers to ensure roles are filled and clearly supported
  - Troubleshoot and resolve live production issues confidently and quickly.
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- Coordinate with guest speakers as necessary to ensure seamless integration.

### Pre-Service & Production Preparation

- Manage service plans (PCO), scripts (Google Docs), slide decks (ProPresenter), music/media files, livestream setup, and printed materials.
- Anticipate production needs based on templates and timelines, even when content is still in development.
- Prepare AV tech and volunteer teams with detailed run-throughs and documented instructions.
- Ensure all music used during services is reported and properly attributed for copywriting.

### **Sunday Morning Execution**

- Oversee and support AV and Worship Host volunteers during services.
- Lead and manage all AV system operations (sound, video, livestream, slides).
- Ensure consistency, flow, and professional quality throughout the service experience.
- Communicate and adapt in real-time to changes, troubleshooting as needed.
- On-site, in-person management for most Sundays, with an opportunity for scheduled Sundays off approximately once every six weeks. Off-sundays will require advanced coordination to ensure Worship quality is not compromised.

### **Post-Service Follow-Up & Content Publishing**

- Organize and archive recordings; clean up and reset all AV systems.
- Edit and publish sermon recordings, podcasts, and video clips for distribution.
- Capture and curate quotes, photos, and media for social media and future worship planning.
- Maintain Church Center and YouTube worship presence with current content.
- Support (or possibly execute) pre-service invitation email in conference with the Engagement Manager.

### **Volunteer Team Coordination**

- Recruit, train, and support AV and Worship Host volunteers.
- Maintain up-to-date training materials, instructions, and feedback loops.
- Provide Sunday supervision and encouragement that builds confidence and capacity in volunteers.

### **Systems Ownership & Strategic Execution**

- Manage and refine production systems using tools like Planning Center Online, Church Center, and Basecamp
- Continuously evaluate workflows, templates, and tools for efficiency, quality, and alignment with team goals
- Collaborate with ministry leaders to ensure production processes meet evolving content and communication needs
- Own documentation of worship production processes in the Foothills Guide system

### **Tech Support**

- Identify and oversee an ongoing system to provide tech support for AV systems in the building, including training backup AV managers.
- Identify on-call protocols for renters and non-Foothills users of the system.
- Create accessible system for renters/non-Foothills users to access elevated AV support without additional strain on Foothills staff members.

## Key Skills and Qualities

- **Tech-Intuitive:** Comfortable with AV systems, livestream platforms, and software like ProPresenter, YouTube, Canva, and Church Center; able to learn and adapt quickly
- **Confident & Decisive:** Willing to take initiative, make live adjustments, and learn from feedback
- **Outcome Focused:** Use your experience and creativity to improve and create systems that enable professionalism, reliability and ease of interaction with the technical elements of worship services.
- **Detail-Oriented:** Ensures all worship materials and systems are accurate, complete, and on time
- **Proactive & Scrappy:** Able to solve problems creatively with limited information
- **Excellent Communicator:** Provides clear updates and coordination across teams
- **Creative Instinct & Execution:** Help to promote and extend reach of Worship Service content, leading the strategic planning to invite people into the worship themes with previews and post-event summaries that offer short snippets of wisdom, connection and meaning accessible outside of the services.
- **Strategic Executor:** Identifies opportunities to improve systems in service to mission-aligned outcomes.
- **Team Player:** Collaborates with staff and volunteers, maintaining a positive and accountable presence.
- **Sunday Commitment:** Consistently present and leading on Sundays; one Sunday off per 6-week cycle, as arranged

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