

ROLE PROFILE

Head of Production

ROLE TITLE:	Head of Production
LEVEL:	Business Specialist
LINK TO ORG MAP:	Operations & Worship
LINE MANAGER:	Mike Darbandi (& Gareth Dickinson)

PURPOSE OF ROLE:	<ol style="list-style-type: none"> 1. Oversee the audio/visual aspects of all Trinity Cheltenham celebrations, gatherings and events 2. To lead on the development, implementation and maintenance of the technical infrastructure at Trinity Cheltenham 3. (Optional) Where experience allows, support in the implementation and maintenance of IT systems and support for staff and volunteers
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TASKS & RESPONSIBILITIES:	<p>Oversee the audio/visual aspects of all Trinity Cheltenham celebrations, gatherings and events</p> <ul style="list-style-type: none"> ● Ensure seamless provision of resource and support for audio, visual and lighting for all celebrations, gatherings and events ● Lead, grow, and develop the production team of volunteers <ul style="list-style-type: none"> ○ Overseeing recruitment, training and rotas ● Ensure strong working relationships with the production team and all persons leading gatherings or events ● Creatively lead in the implementation of high quality production to support the vision of Trinity Cheltenham <p>To lead on the development, implementation and maintenance of the technical infrastructure at Trinity Cheltenham</p> <ul style="list-style-type: none"> ● Oversee the care of all technical infrastructure across the Trinity Cheltenham Campus ● Lead on supporting Trinity Cheltenham to utilise new technology to support the ministry and life of the church ● Support the worship team and media team in infrastructure maintenance ● Ensure all equipment is maintained and repaired as required ● As required, oversee the hiring or purchase of additional equipment or resource (managing budgets where needed) <p>(Optional) Where experience allows, support in the implementation and maintenance of IT systems and support for staff and volunteers</p>
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	<ul style="list-style-type: none"> ● Provide first response support to all technical issues across the Campus ● Responsibility for the deployment and support of computer equipment to resource the staff team ● Responsible for all technical repairs, either onsite or outsourcing <p>Trinity Staff Contribution</p> <ul style="list-style-type: none"> ● Pray, listen to the Holy Spirit, follow the Lord's voice in building His Kingdom and be accountable. ● To participate in and regularly attend staff meetings, Sunday celebrations, Prayer meetings and other events within the life of the Church such as Life Groups. ● To attend weekly staff prayers on a Thursday morning. ● To lead by example, in line with Trinity's vision and values.
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SKILLS, QUALIFICATIONS, COMPETENCE LEVEL:

<p>QUALIFICATIONS/ EDUCATION REQUIRED:</p>	<ul style="list-style-type: none"> ● Degree level education is desirable, ideally in a IT/production/audio/visual discipline ● Specific IT qualification are strongly desirable ● A Level education is essential
<p>EXPERIENCE/ KNOWLEDGE REQUIRED:</p>	<ul style="list-style-type: none"> ● Experience in a production role is essential ● High level understanding of AV infrastructure and systems is essential ● Experience as a sound engineer is essential ● Experience leading a team is essential <ul style="list-style-type: none"> ○ Experience leading and recruiting volunteers is desirable ● Technical troubleshooting experience is essential ● Experience as an IT support contact (or high understanding in this area) is desirable ● Strong knowledge in health and safety is essential ● Good electronics repair experience is preferred ● A good understanding of the nature of the Charismatic Church and its mission to build the Kingdom of God ● Committed, passionate and prayerful, worshipping lover of Jesus ● Intentional about reading the Bible and has a desire to see the Holy Spirit work and overflow in the life of the Church
<p>PARTICULAR SKILLS / COMPETENCIES REQUIRED:</p>	<ul style="list-style-type: none"> ● Highly computer literate ● Excellent communication skills ● A passion for production and high quality events ● Strong leadership skills and a creative flair for excellence ● Strong unflappable troubleshooter ● Work flexibly across evenings and weekends ● High capacity for managing people, projects and events ● Flexible self-motivated, energetic and the ability to take initiative ● Able to prioritise and manage multiple tasks and projects simultaneously ● Servant-hearted, approachable, disciplined, fun-loving and reliable

<p>KEY RELATIONSHIPS:</p>	<p>Production Team Operations Team</p>
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	Worship Team Media Team All staff, ministry leaders and volunteers External event organisers
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ROLE SPECIFICATIONS:

FULL TIME/PART TIME (%):	Part-time or Full-time (person dependant)
NORMAL PLACE OF EMPLOYMENT:	All Trinity Cheltenham Buildings
AUTHORITY TO SPEND (APPROVED):	£tbc
AUTHORITY TO SPEND (UNAPPROVED):	£na

CORE HOURS:

MON: 7.5	TUES: 7.5	WED: 7.5	THURS: 7.5	FRI:	SAT:	SUN: 7.5
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NB: Core hours are set as a guide but this role in particular demands high levels of flexibility including evening and weekend working on regular occasions

Some variation will required at times in the distribution of hours (eg some requirement for evening/weekend work) and/or in location (eg some travel may occasionally be needed). Variation from the norm will be communicated as much as possible in advance. Hours include a hour unpaid lunch break.

OTHER ROLES FOR WHICH THIS ROLE ACTS AS LINE MANAGER:	Production Team Volunteers Production Discipleship Year Interns (if applicable)
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ROLE AGREED WITH LINE MANAGER:	
DATE AGREED WITH LINE MANAGER:	/ /
ROLE AUTHORISED BY PCC:	
DATE AUTHORISED BY PCC:	/ /