

JOB DESCRIPTION

JOB TITLE: Production Manager
MINISTRY TEAM: Communications
YOUR NAME: VACANCY
REVISION DATE: 9/28/2026



VISION/MISSION:

Our vision is to see NEW LIFE in JESUS all along our COASTLINE. Coastline is a community who gathers to LOVE God, groups to CONNECT together, and goes to LIVE on MISSION in our world.

ROLE SUMMARY

As a staff member you are responsible to nurture and develop this vision, mission and values of Coastline.

RELATIONSHIPS

DIRECTOR: Robert Weston Gilliard

TEAM: Ryan Spencer, Robert Beddoe, Kyndra Ring, Kent Vancil

ROLE REQUIREMENTS

COASTLINE CULTURAL QUALIFICATIONS:

Calling, Character, Capability, & Chemistry (see Qualities of a Servant Leader, FirstSteps Book, and Employee Handbook for more info)

REQUIRED SKILLS/EDUCATION:

- Called to serve the Lord and equip the local church through production ministry.
- Strong live audio, video, lighting, projection, camera, and livestream skills, including signal flow and troubleshooting.
- Able to learn, configure, maintain, and document Coastline's systems: Dante, MultiTracks, MIDI, ShowBuddy Lighting, ProPresenter, Allen & Heath SQ7, ME, Waves SuperRack, Logic Pro, OSC, projectors, and livestream equipment.
- Able to learn Coastline's FOH workflow and Luke Hendrickson's template.
- Able to turn technical work into clear procedures; recruit, train, and delegate to volunteers and leaders.
- Communicates well with musicians, speakers, staff, and volunteers; leads calmly under pressure.
- Tests changes before services and distinguishes essential standards from personal preferences.

ESSENTIAL FUNCTIONS & OBJECTIVES

- > Supports the Vision, Mission, Values, Philosophy, Goals, & Objectives of Coastline.
- > Adheres to Policies and Procedures in Performing Position Duties & Responsibilities.
- > Attends & Actively Participates in Coastline Gatherings, Groups, Meetings, Events, Conferences, & Activities According to Position Responsibilities & at the Direction of your Overseer.

RESPONSIBILITIES – Responsibilities Include, but are not limited to:

- Prepare and oversee production for Sunday and Wednesday services, rehearsals, and assigned events.
- Operate, maintain, program, and troubleshoot audio, video, lighting, cameras, projection, and livestream systems.
- Document recurring preparation tasks, show files, routing, equipment, and recovery procedures so others can use them.
- Recruit and train volunteers and leaders to prepare and run services; assign ownership and backups for essential work.
- Build sustainable schedules that allow team members to attend a service.
- Test changes before use and coordinate significant changes with the Production Director.
- Resolve recurring problems and keep equipment, cabling, and production spaces organized and ready.
- Plan with worship and ministry leaders; communicate needs, limitations, and deadlines.
- With the Production Director, delegate routine decisions and reduce dependence on any one person.

RHYTHMS AND REMUNERATION

WEEKLY HOURS: 40

CURRENT PAY RATE: To be determined based on experience.

DESIRED PAY: _____

I have read this Job Description, Understand the Functions & Objectives, & Agree/Commit to my position at Coastline.

SIGNATURE

DATE