



## Production Manager – Part Time (1-2 days)

**Date :** May 2023

**About the organisation:** Faith is one church that meets in multiple locations. We are passionate about people encountering the life-changing message of Jesus, we are passionate about making disciples, and we are passionate about helping our community – both locally and internationally.

**Position Title:** Production Manager

**Location:** Faith Christian Church, Administration Centre, 307 Gladstone Road, Dandenong North VIC 3175

**About the position:** This position is to manage all aspects of technical production under the Head of Production, contributing to the creative direction and strategy in the church.

**About the duties:** Duties include -

- Infrastructure
- Budgets
- Special events
- Tech support
- Personal Brand

**About the person** Must have:

- Personally embrace the ethos and core values of the organisation
- IT and Tech literate as required for this role
- Ability to relate well to a wide range of stakeholders – church leaders, members, contractors, suppliers, internal etc.
- High level of organisational and planning skills
- Ability to work unsupervised as well as with a team
- Ability to lead and motivate others to achieve plans.

Like to have: (desired)

- Previous work experience in a similar role

**Reporting Relationship:** This position reports to the Creative Team Leader.

**Employment details** This is a part time paid position working 1-2 days per week (neg). It also carries an expectation of being available voluntarily on Sundays to assist where required. A commensurate salary will be offered to the successful candidate.

**How to apply** Please apply by emailing your resume outlining your work experience and qualifications to [andrew@truesuccess.com.au](mailto:andrew@truesuccess.com.au)

**For more information** Call Andrew Boutros 0418755711

**Duties include:**

	<b>Activity</b>	<b>Functions performed</b>	<b>Effectiveness measured by</b>
1	Infrastructure	<ul style="list-style-type: none"><li>• Oversee production equipment maintenance, purchasing and installation</li><li>• Oversee creation, fit out and installation of new stage designs</li></ul>	<ul style="list-style-type: none"><li>• Stage and production infrastructure is fit for purpose and sustainable.</li><li>• Infrastructure projects are being achieved to schedule</li></ul>
2	Budgets	<ul style="list-style-type: none"><li>• Assist creative pastor with the development of budgets</li><li>• Liaise with creative pastor regarding the creative direction of special events</li></ul>	Budgets are being set for Creative strategy to be met.
3	Events	<ul style="list-style-type: none"><li>• Assist with the development of production teams in conjunction with head of production</li><li>• Liaise with head of production (Reece D'Costa) regarding additional technical requirements for weekend ministry and events</li><li>• Actively serve as part of our Sunday teams</li></ul>	<ul style="list-style-type: none"><li>• Head of Production is happy with the support being provided by the Production manager at events.</li><li>• Production manager is present and seen as an asset by the creative team</li></ul>
4	Tech support	<ul style="list-style-type: none"><li>• Develop and improve systems and processes within the area of production</li><li>• Be available to serve in a volunteer capacity around the time of special events in addition to regular working hours</li></ul>	<ul style="list-style-type: none"><li>• Continuous improvement is taking place in creative department.</li></ul>
6	Personal Brand	<ul style="list-style-type: none"><li>• As a leader and core team member in the church, act in a way that is "above reproach" at all times, both on and off duty and within both your personal and public world.</li><li>• While still being differentiated, act as a loyal team member, taking care to never undermine leadership in their direction and views.</li></ul>	<ul style="list-style-type: none"><li>• A reputation that is above reproach and characterised by godly attributes.</li><li>• Being at the cutting edge of your areas of professional expertise.</li><li>• Self care practices form a habit in life. Eg. Rest well, play well &amp; worship well.</li></ul>

		<ul style="list-style-type: none"> <li>• Live a life characterised by a godly example. Not perfect, but displaying humility and the fruit of the spirit.</li> <li>• Be proactive in maintaining mental, emotional and physical health as well as spiritual health.</li> <li>• Keep up to date in areas of professional expertise through ongoing regular professional development initiatives.</li> </ul>	
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## Selection Criteria

The following are selection criteria, that will be taken into account when considering applications.

1. Teamwork  
The ability to work and collaborate with a team in order to achieve timely outcomes for operational outcomes.  
Has the candidate proven experience in collaborating with a team to achieve measured outcomes?
2. Capacity  
The ability to self manage to achieve a purpose rather than “working hours”.  
Has the candidate demonstrated consistent reliability and competence to achieve an administrative outcome?
3. Competency  
The ability to learn, understand and accurately apply processes consistently with acceptable speed and with accuracy.  
Has the candidate demonstrated consistent speed and accuracy in previous roles?
4. Chemistry  
The ability to understand and fit into the social, spiritual and emotional tone of the organisation.  
Is the style of the candidate aligned with the style of the organisation or the desired style of the organisation?
5. Representation  
The ability to represent the organisation within the church community.  
Does the candidate’s personal brand, history and experiences as well as personal values align with the organisation?  
Does the candidate have communication skills and EQ to represent the organisation in a positive way?
6. Availability  
Does the candidate have commitment and flexibility to achieve the outcomes required in the role including being present and assisting voluntarily on occasion out of hours or on Sundays when required?
7. Conflict and problem solving  
Instills confidence in participants as a person who can resolve matters and find a healthy way forward.