



Job Description

Title: Production Manager

Accountable to: Creative Pastor

Weekly hours: 24-hour role (3 days a week), inclusive of Sundays

Locations: Cambridge during the week, across locations on Sundays

The Church: The C3 Church is a Christ-centred, cause-driven, community-focused multi-site church whose mission is to “reach and to shape a generation with the message and cause of Christ”.

Applicants: We welcome applications from people of all backgrounds, experiences and identities. If you are excited about this role but do not meet every listed requirement, we encourage you to apply. We value transferable skills, the ability to learn and a commitment to our mission.

Primary areas of responsibility

The Technical Production Manager will be expected to embody and communicate the church's values and vision through professional conduct, collaboration and leadership. This role plays a key part in creating engaging worship experiences that help people connect with faith, community and one another, both in-person and online.

These responsibilities will also involve overseeing and supporting the consistent and effective running and deployment of AV equipment, including volunteer use, across both locations and within the C3 Centres and any other C3 facilities.

Effective running of Sunday services and events through managing and leading the Production Team. This role requires pastoral input and good people management skills to allow the Production team to thrive in their tasks.

Key Relationships

Members of the Lead Team, Creative Pastor, Worship Pastor, Ministry and Team Pastors, Facilities Manager and Serving Team

The Technical Production Manager's Key Responsibilities:

Sunday Services and Events

Ensuring Sunday service and Event elements under your leadership are healthy, reflecting high standards of quality, collaboration and continuous improvement, to help people connect with God and others.

Leadership of Production team across locations

- Maintaining Planning Centre (our planning software) integration between Worship & Production team.
- Providing pastoral care, coaching and support to team members and volunteers, helping individuals develop and thrive in their roles.
- Communicating in a timely and efficient manner to key volunteers and serving team full information for Sunday events and conferences.
- Responsible for organising volunteer teams across major church events, conferences and seasonal celebrations. Assist in the production execution of all non-weekend special events as needed.
- Responsible for identifying and developing leaders across all locations to lead sub departments within production team.
- Develop robust structures and systems for running Sundays to implement across Locations.
- Confident decision-making and problem-solving in dynamic environments during services and events. Identification of opportunities to improve the quality of the services.
- Liaising with Creative Pastor regarding equipment purchasing and recommendations across all multi-site locations.
- Organise and arrange Production training, including ensuring regular Production Team Nights.
- Maintain the technical equipment working alongside contractors and manufacturers for repairs and upgrades.
- Developing key relationships with consultants on the future proofing of C3 equipment and infrastructure for delivering key services both in-person and online.
- Assisting with the capture of video content for services, in person or online. This includes operating cameras, running Audio and other necessary on-set activities.

- Communication with Location Production leads to ensure preparation is in place for services and events.

Essential Skills

- Experience coordinating technical production, AV or live events.
- Strong communication and leadership skills.
- Ability to organise volunteers and manage multiple priorities.
- Familiarity with audio, video and lighting systems.

Desirable Skills

- Experience within a church, charity or volunteer-led organisation.
- Knowledge of Planning Centre or equivalent planning software
- Experience with multi-site production environments.
- Live streaming experience.

The C3 Church is committed to

- Supporting professional growth through training, mentoring, leadership development and opportunities to expand technical expertise.
- Supporting work-life balance wherever operationally possible. Flexible working arrangements may be considered around non-event responsibilities.
- Creating an environment where people feel valued, respected and able to contribute fully. We welcome applications from people with diverse backgrounds, experiences and perspectives. Reasonable adjustments will be made throughout the recruitment process and employment where required.

We believe diverse experiences strengthen our teams. We welcome applicants from a variety of professional backgrounds, including live events, broadcasting, theatre, production, media, team leadership, or not-for-profit organisations. If you share our values and are excited by the opportunity to lead and develop technical production across our church community, we would love to hear from you.