

**Snapshot:**

The Role: Technology and Production Director  
Denomination: Vineyard USA  
Location: Minneapolis, MN  
Weekly Attendance: 350  
Department: Church Staff  
Employment Status: Part Time (15 hrs/week)  
Reports to: Executive Director  
Consults with: Church Staff  
Direct Reports: Audio, Video, Production and Projection volunteers

**About Mercy Vineyard Church:**

Mercy is a diverse, Christ-centered community in northeast Minneapolis. Our hope is to enjoy life together by connecting to God, loving each other, and serving our city. Whether it's at our Sunday services or in our Connect Groups, we want everything to be driving towards Jesus and relationships. We are a part of [Vineyard USA](#). Each Vineyard church is unique to its specific context but operates through the lens of Vineyard's [core values](#) as we minister among diverse populations and in unique environments.

**The Technology and Production Director's Role:**

The Director of Technology and Production provides leadership and oversight for all in-person and online audio, video, lighting, and production elements of Sunday worship services, special events, and other ministry gatherings requiring technical support. This role leads and develops volunteer production teams, ensures distraction-free and high-quality execution across church environments, and builds sustainable systems that support consistent excellence. This is a hands-on role in a lean, volunteer-supported environment and requires the ability to personally execute production responsibilities throughout the week and step into any production role when needed.

**General Duties:**

- I. R. T. D. M. N. (identify, recruit, train, deploy, monitor, and nurture) volunteer leaders and team members
- Sustain a growing relationship with Jesus
- Embrace the vision and mission of Mercy Vineyard Church
- Maintain honest communication regarding staff and volunteer accomplishments, concerns, and future plans
- Manage time effectively, think flexibly, and take initiative
- Strive for productive and healthy life, work, and family balance

## **Specific Duties & Responsibilities:**

### Volunteer oversight

- Cast vision for audio, video and production team
- Recruit and train volunteer audio, video, lighting, and production team members, fostering team growth
- Oversee scheduling and coordination of all production volunteers for Sunday services, special events, and additional supported gatherings
- Provide ongoing coaching, care, and accountability for volunteer team members and leaders

### Service planning & execution

- Ensure distraction-free, high-quality audio, video, lighting, and production execution for in-person and online services
- Collaborate closely with worship leaders, vocalists, and instrumentalists to support a cohesive and well-executed worship experience
- Collaborate with church staff to plan and execute weekly and special worship services
- Participate in service planning conversations to align production elements with spiritual, musical, and creative direction
- Create and distribute the weekly “Sunday Plan,” compiling responsibilities, run-of-show details, and timelines into one clear document
- Attend Saturday worship rehearsals (9 AM–noon) and Sunday services (9 AM & 10:30 AM; present 7 AM–noon) to prepare and execute services
- Provide technical support and oversight for additional ministry events hosted in church spaces, equipping volunteers and ensuring systems are ready for use

### Technology & systems oversight

- Maintain and manage production equipment, technology inventory, and related systems, including secure password management
- Liaise with offsite IT support when needed
- Ensure production environments are organized, functional, and ready for use

## **Qualifications:**

### Spiritual Qualities & Passions:

- Passionate about the mission of Mercy Vineyard Church: *Equipping people to follow Jesus as peacemakers*
- Passionate about using their gifts to minister to the congregation
- Exhibits the Fruit of the Spirit mentioned in Galatians 5:22-23
- Demonstrates spiritual maturity and a commitment to prayer, Scripture, and Christian community

### Personal Abilities & Characteristics:

- Proven ability to lead leaders and develop others
- Strong relational and communication skills, with the ability to collaborate effectively and lead with humility and clarity
- Highly organized and able to manage multiple moving pieces in a fast-paced environment
- Strong problem-solving skills with the ability to troubleshoot calmly under pressure
- Reliable, trustworthy, and excellent at follow-through
- Able to exercise sound judgment, discretion, and confidentiality
- A “doer” who can execute vision and plans effectively

### Experience & Education:

We are hiring primarily for leadership capacity, organizational strength, and the ability to execute well under pressure. Technical training can be provided for the right candidate.

Ideal candidates will demonstrate:

- Experience leading teams or volunteers in fast-paced environments
- Proven ability to plan, organize, and execute complex weekly or event-based workflows
- Strong problem-solving skills and the ability to troubleshoot in real time
- Comfort working with technology and learning new systems quickly
- Experience in live production, audio/visual environments, or project management is preferred but not required

Education: Bachelor’s degree preferred but not required

### **Metrics:**

Participate in performance reviews every six months based on work related to this job description and the metrics below. Compensation review once a year.

- Consistency in quality of audio and video during in-person and online services
- # of volunteers recruited
- # of volunteers maintained and developed

### **Compensation**

- Hourly compensation; rates shared upon interview
- Paid vacation accrual

**Next Steps:** Please submit a cover letter and resume to [autumn.gurgel@mercyvineyard.org](mailto:autumn.gurgel@mercyvineyard.org)