Technical Production Director

Job Posting

Reports to:	Lead Pastor or Executive Pastor
Status:	Full-Time Position (40 hours/week)
Start Date:	Winter-Spring 2027
Remuneration:	Commensurate with experience and education

Bethel Pentecostal Church of Ottawa (PAOC) is a vibrant and growing multicultural and multigenerational church in the heart of the nation's capital. We are seeking a Technical Production Director who serves as the strategic architect of the church's technical and creative infrastructure.

This role provides executive oversight to four distinct yet integrated pillars:

a) Live Production: Audio, Video, Lighting, Broadcast, and Stage Design
b) IT Operations: Network Infrastructure, Hardware Procurement, Cybersecurity
c) Digital Media, Website, and Post-Production Operations
d) Ministry Teams Support: Training and Equipping Worship/Creative Ministry Teams

1. Live Production

a) Executive Oversight: Ensure "Sunday Readiness" for worship services (9am/11am), overseeing audio, lighting, video, and broadcast/streaming.
b) Quality Control: Maintain a high standard of excellence for the online experience, ensuring seamless integration of graphics and live video.
c) Midweek, Ministry & Special Event Coverage: Provide technical setup and live operation for various ministries, water baptisms, weddings, funerals, and special events.

2. Information Technology (IT) Operations

a) Network Integrity: Oversee the security and reliability of the church's data networks, server infrastructure, and cybersecurity protocols.
b) Systems Integration: Ensure church-wide software (ChMS, accounting, security systems) is integrated and functioning for staff efficiency.

c) Support Oversight: Manage the hardware lifecycle for staff workstations and campus-wide Wi-Fi/Internet connectivity.

3. Digital Media, Website, and Post-Production Operations

a) Network & Telecom Integrity: Maintain campus switches, routing protocols, fibre internet uptime, and Wi-Fi segmentation across production, staff, and guest networks.
b) Google Workspace & Cybersecurity Governance: Administer Google Workspace Organizational Units, distribution lists, 2FA enforcement, password management, and centralized software licensing (Canva, Adobe, Zoom, CapCut, Otter.ai).
c) Systems Integration & Staff Helpdesk: Manage staff workstation/iPad lifecycles, integrate Planning Center, accounting, and HVAC/security controls, and resolve daily staff email lockouts and technical support requests.

4. Ministry Teams Support

a) Cultivate a team-oriented culture by recruiting and onboarding production/IT volunteers, managing Planning Center schedules, and administering MxU and Virtual Soundcheck training.
b) Offer spiritual and practical mentorship to the technical team, ensuring their health and longevity in ministry.
c) Serve the technical needs of the pastoral staff, committees, and various boards

Qualifications

a) Diploma, degree, or formal technical training in Production, Media Studies, Digital Media, or a related technical field (or equivalent practical experience).
b) A minimum of three (3) years serving on the technical production team or staff of a local PAOC church or similar.
c) PAOC credentials preferred.

Competencies

a) A mature follower of Christ with a servant heart and a passion for church production.
b) Hands-on proficiency in live production, including sound mixing, stage lighting programming, broadcast video workflow, and presentation graphics.
c) Strong operational discipline and proven ability to meet strict weekly deadlines.
d) Able to coach, mentor, and guide volunteer production team members during live service environments.
e) Clear and professional communication skills across internal messaging platforms, email, and live production environments.
f) Adaptable, dependable, and ready to step into any production role seamlessly during live worship services.

Email a Cover Letter & CV to William Sloos, Lead Pastor, wsloos@bethel.ca
Only those selected for an interview will be contacted.