

Reports to: Director of Fine Arts
Exempt Salaried Position
10 months (August - May)

General Qualifications:

1. Evidence mature personal Christian faith consistent with the Charlotte Christian Statement of Faith.
2. Evidence understanding of and a commitment to the distinctive qualities of Christian education as well as the mission of Charlotte Christian School.
3. Degree in audio engineering/audio production or equivalent professional experience
4. Minimum of 5 years' experience managing audio engineering/production in an educational, professional, or church setting preferred.
5. Evidence of strong organizational, communication, interpersonal and technological skills.

Primary Responsibilities:

The ideal candidate will:

1. Serve as Production Manager for Center for Worship and Performing Arts (CWPA)
 - Supervise production aspects all events in CWPA (set-up, rehearsal, sound check, event, and tear down)
 - Coordinate with Director of Fine Arts to manage event calendar in CWPA
 - Coordinate with Head of Facilities to maintain appearance, safety, and functionality of CWPA
 - Coordinate with internal production team members and external contractors as needed to support audio, video, projection, lighting, rigging, and set needs
2. Serve as production manager for all chapels, assemblies, and performances, collaborating with director to design and implement audio, video, and basic lighting
3. Cultivate and train small team of faculty members who have capacity to run basic audio, video, and lights to ensure multiple employees can manage basic technical matters in CWPA
4. Recruit, develop, and manage student production team to assist with chapels, concerts, and theatre productions
5. Perform administrative responsibilities associated with managing a technical theatre program:
 - manage budget and purchasing for operation of CWPA
 - manage budget and purchasing for audio, video, projection, and lighting equipment for CWPA

Personal and Professional Profile:

The ideal candidate will:

1. Be a born again Christian exhibiting a close personal walk with Jesus Christ: modeling and exemplary Biblical lifestyle and evidencing maturity in the understanding and integration of sound Biblical principles in classroom instruction and personal counseling.
2. Evidence of a teachable spirit and general willingness to learn and grow.
3. Evidence of strong communication skills, both written and verbal.
4. Demonstrate adeptness at problem solving and conflict resolution.
5. Evidence of strong organizational skills and ability to finish tasks in a timely manner.
6. Demonstrate emotional maturity and stability in dealing with the challenges of life and school.
7. Evidence of the ability to maintain confidentiality pertaining to school matters.
8. Evidence of the ability to work collaboratively within a team.
9. Possess strong computer skills and familiarity with appropriate learning technology.
10. Have the ability to present a positive image of the school to others and to the community.

Mission Statement: Charlotte Christian School is a Christ-centered, college preparatory school, equipping and developing students to effectively integrate Biblical Truth and learning into their daily lives and to impact the culture for Christ.