

Job Announcement **Director, Cathedral Production**

Cathedral Church of St. John the Divine

Over one hundred years ago, the trustees of the Cathedral Church of Saint John the Divine conceived its mission to be a house of prayer for all people, an instrument of church unity, and a center of intellectual light and leading in the spirit of Jesus Christ.

Today, as the mother church of the Episcopal Diocese of New York and the seat of its bishop, the Cathedral Church of Saint John the Divine serves the many diverse people of our diocese, city, nation and world through the worship of God; pastoral, educational and community outreach activities; cultural and civic events; international ecumenical initiatives; and the preservation of the great architectural and historic site that is its legacy.

Department Overview

The Cathedral Production department supports a wide range of activities and programs at the Cathedral and has primary management responsibility for all productions at the Cathedral. Cathedral Production supplies technical support for church services, and coordinates technical support for activities in Synod Hall, Cathedral House and elsewhere on the Cathedral campus.

Description Overview

The Director, Cathedral Production supervises the Cathedral Production staff and other part-time staff associated with Cathedral services, events and programming, and works to keep them highly motivated, flexible and collaborative so that confidence in the Cathedral as the setting for services, programming and events is undisputed.

The Director, Cathedral Production is ultimately responsible to ensure that all production elements of an event or service are achieved according to the clients' wishes and within the department's capacity. Areas of responsibility include managing and coordinating production functions for the many events and services associated with the Cathedral and insuring operational coordination among departments. Strong decision making and problem-solving skills – related to quick turn-arounds - are key elements of this senior management position.

Relationships

The position reports directly to the Executive Director, Cathedral Programming and collaborates closely with clergy and with the Directors of: Public Education & Visitor Services (box office oversight); Cathedral Music (concerts and liturgical events); Facilities, Security, Finance and IT (operations coordination); the Manager of Venue Sales (sight visits and event logistics) and the Cathedral clergy as well as other Cathedral department Heads.

Responsibilities

- Oversee the general Production department budget and strategy to coincide with the mission
- Oversee the creation, maintenance and purchase of inventories of Production-related supplies and the repair and routine maintenance of production equipment
- Maintain an up-to-date inventory of Production equipment and technical rider documents
- Participate in managing the Cathedral events calendar and long-term planning
- Identify, hire and train support staff and vendors to ensure back-up (temp) staff are in place
- Oversee payroll of employees (part-time and full-time) associated with Cathedral Production: office staff, audio, lighting, video, staging, and front of house
- Strategize with IT and the Director, Capital Projects on capital and infrastructure upgrades
- Manage all production components associated with events, services and programming at the Cathedral
- Assess project and resource requirements
- Provide estimates and finalize production-related costs and schedule for internal and rental events and services

Qualifications

- At least 5 years experience and strong skills in large-scale production management, including solid knowledge of audio, video and livestreaming, lighting control and electrical distribution systems; knowledge of best practices regarding rigging and staging and familiarity with Vectorworks and Microsoft Office Suite (Outlook, Word, Excel, Teams, Sharepoint, etc...)
- Must be able to communicate clearly and fully understand the responsibilities associated with Cathedral productions
- Ability to work both independently and collaboratively
- Ability to work creatively with a diverse group of internal and external constituents including artists, producers, clergy, clients and vendors
- Ability to multitask and prioritize work schedule
- Excellent organizational and problem-solving skills, patience, and attention to detail
- Flexible hours, late nights, weekend and holiday hours are required

ST. JOHN THE DIVINE

The Cathedral of St. John the Divine
1047 Amsterdam Ave. (at 112th St.)
New York, NY 10025 stjohndivine.org

Compensation

Full-time position with benefits
Up to \$95,000/year

Application

Please send a cover letter and resume to jtiebout@stjohndivine.org.

Equal employment opportunity and a diverse staff are foundational principles at The Cathedral of Saint John the Divine. We are committed to ensuring equal employment opportunity without discrimination or harassment on the basis of race, creed, color, national origin, sex, age, religion, disability, marital or civil partnership/union status, familial or caregiver status, alienage or citizenship status, sexual orientation, gender identity or expression, pregnancy, military or veteran status, genetic information, predisposition, or carrier status, unemployment status, domestic violence, sexual violence, or stalking victim status, or any other characteristic protected by federal, state, or local law.