



## Production Gear & Project Manager

Full time  
Christ In Youth

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2201 N. Main St.  
Joplin, MO 64801  
417.781.2273

**Purpose:** The Production Gear & Project Manager position is responsible for determining, communicating and executing additional production needs for non-standard CIY events.

**Missional Alignment:** The Production Gear & Project Manager position assists with creating quality productions that help to lead youth to Christ and lives of Kingdom Work.

**Reports to:** Production Team Director

### Primary Responsibilities

#### **Gear Management**

- Work with production, operations and programming to determine the most logical and cost-effective way to move our equipment across the country. Develop systems to effectively label and track equipment, set pieces, props, etc. that are being moved. Develop the pre summer truck prep and loading schedule.
- Be the primary point of communication of how the summer system will work. Where trucks are going, when gear is being swapped, how things will be labeled and tracked, when stuff needs to be ready to be loaded, etc.
- Manage the effective execution of all summer production logistics. Make sure people on the ground are aware of any gear coming on or off the tour. Supply manifests and packing lists for things that need moved. Physically manage some of the more advanced moves on site. Correct any issues or misses as they come up (shipping forgotten items to site, etc.)

#### **Project Management**

- Manage communication on the front end of non-standard events gathering requirements, building plots and plans, generating equipment and personnel quotes, securing outside rentals, etc.
- Communicate all the relevant information to the people who will be executing the event
- Execute the added production tasks at the events as available

#### **R&D/training**

- Assist with R&D of new technology and concepts to be implemented into our program
- Assist with training residents and summer staff

#### **Event Support**

- Assist with tour production at various CIY and HATCH events as time allows.
- Not to surpass the CIY max travel day guidelines.

### Compensation & Time

- Full-time competitive salary with generous benefits package and PTO.
- Heavy seasonal travel will be expected but will not exceed 80 days/year.

### Qualifications

- Must be committed to Jesus Christ, spiritually mature, and trained in the area of project management.
- Must be committed to the mission of Christ In Youth.
- Must be a team player who works effectively with other staff members to accomplish excellent results.
- Must demonstrate excellent written and oral communication skills.
- Must demonstrate excellent organizational and time management skills.
- Must live in submission to CIY's Culture Attitudes (see Cultural Expectations).

### Cultural Expectations

At CIY, we uphold the following attitudes under the banner of Servant Leadership Theory. These attitudes are our guiding principles, and we are passionate about living them out in our work.

1. **Live by the Spirit** - Galatians 5:22-26; Philippians 2:1-5; 1 Corinthians 2:3-5
2. **See the Imago Dei** - Genesis 1:26-27; Romans 8:29; Ephesians 4:22-24
3. **Own our Outcomes** - Colossians 3:23-24; Galatians 6:4-5; 1 Thessalonians 4:11-12; Ephesians 4:2-
4. **Collaborate with Purpose** - Ecclesiastes 4:9-10; 1 Corinthians 12:14-21; Romans 12:4-5; Proverbs 15:2
5. **Play it Forward** - Proverbs 17:22; Ecclesiastes 3:12-13; Psalm 126:2; Romans 12:11; Philippians 4:4

These five attitudes are our foundational values, and we are committed to upholding them in all that we do. At CIY, we are proud to work in an organization that embodies these attitudes, and we invite all our staff to sign this document and join us in this pursuit of excellence.

WE CALL YOUTH TO CHRIST AND INTO LIVES OF KINGDOM WORK THROUGH HIS CHURCH.