

CITY GATES CHURCH

Production Manager

Sound • Lighting • Video | Leading production for our services

Location	Ilford, East London
Salary	£20,000 per annum (for 3 days/week)
Hours	3 days per week
Working days	Wednesday, Thursday & Sunday
Reports to	Worship Pastor
Closing date	28th June 2026

About City Gates Church

City Gates Church is a thriving Elim Pentecostal church in the heart of Ilford, East London. With two Sunday services (9:30am and 11:30am) and a weekly attendance of around 2,000 people, we are a vibrant, multi-generational community passionate about Jesus, evangelism, and serving our local area.

Alongside our Sunday and midweek services, we run a conference centre, a community grocery store (in partnership with The Message Trust), a coffee shop, multiple courses, and a wide range of outreach initiatives. We are committed to excellence in everything we do — because we believe the gospel deserves the very best we can offer.

Purpose of the Role

The Production Manager is responsible for the production — sound, lighting, and video — across all our services, and for developing and caring for the volunteer teams who serve in these areas. This is a hands-on leadership role: you will lead the team while being actively present both on Sundays and during the week, making sure our services run smoothly, excellently, and without technical distraction — for everyone in the room and everyone watching online.

This role is pivotal to the life of the church. The environment you help create enables thousands of people each month to worship, hear the Word of God clearly, and encounter Jesus — whether they are in the room or watching online.

Key Responsibilities

1. Team Leadership & Development

- Lead, develop, and pastor the volunteer production teams across sound, lighting, and video.
- Build a strong, healthy team culture where volunteers feel valued, equipped, and inspired to serve.
- Recruit, train, and disciple new volunteers, identifying and raising up emerging leaders.
- Hold regular team meetings, training sessions, and one-to-ones with key volunteers.

- Create and manage a rota system that is fair, sustainable, and fully covers all services and events.

2. Sunday Service Production

- Take overall responsibility for the technical delivery of both Sunday morning services (9:30am and 11:30am).
- Be present and on-site every Sunday, leading the production team from set-up through to close-down.
- Oversee sound mixing, lighting design, video/livestream, and stage presentation to a consistently high standard.
- Troubleshoot technical issues calmly and quickly when they arise, minimising impact on the service.
- Work closely with the worship team, speakers, and service leaders to plan and deliver each service.

3. Systems, Admin & Continuous Improvement

- Maintain and develop clear systems, processes, and documentation for the production team.
- Manage the production equipment inventory, including maintenance schedules, faults, and replacements.
- Propose and manage a production budget in consultation with senior leadership.
- Research and recommend equipment upgrades where they would meaningfully improve service quality.
- Keep accurate records of rotas, training, and volunteer information.
- Organise annual LOLER testing alongside designated production partners to ensure all motors and lifting equipment satisfy regulations.
- Ensure all RF licences across the entire site are managed, allocated, and paid for in alignment with Ofcom regulations.

4. Wider Church Life

- Support occasional midweek events, conferences, and special services as reasonably required.
- Collaborate with other church staff and ministry leaders to ensure production supports the wider vision.
- Contribute to the spiritual and relational life of the staff team.

Person Specification

Essential

- A committed, practising Christian with a personal, active faith in Jesus Christ (this is a Genuine Occupational Requirement under the Equality Act 2010).
- In full agreement with the values and statement of faith of City Gates Church and the Elim Pentecostal denomination.
- Proven experience in live production — sound, lighting, video, or streaming — ideally in a church, events, or live performance setting.
- Demonstrable ability to lead, develop, and motivate volunteer teams.
- Strong organisational and administrative skills, with attention to detail.
- Calm, solutions-focused temperament, especially under pressure.
- Willingness and ability to work every Sunday (this is a mandatory working day).
- Eligible to work in the UK.

Desirable

- Formal training or qualifications in audio engineering, lighting, or related production fields.
- Experience managing digital mixers (e.g. Allen & Heath, DiGiCo, Yamaha) and lighting consoles.
- Experience with live streaming platforms and multi-camera video setups.
- Previous experience in a church staff or ministry environment.
- Experience managing budgets and equipment procurement.

Working Pattern

This is a 3-day-per-week role. Working days are:

- Sunday — mandatory (covering both morning services and any associated set-up/close-down).
- Wednesday.

- Thursday.

Occasional flexibility may be required for key events, conferences, or special services. Time off in lieu will be given where additional hours are worked.

What We Offer

- A salary of £20,000 per annum (for 3 days/week).
- Workplace pension (auto-enrolment).
- Pro-rata annual leave entitlement.
- The opportunity to use your skills in a meaningful, Kingdom-focused role.
- A supportive, faith-filled staff team and volunteer community.
- Scope to grow and develop in a busy, ambitious church environment.

How to Apply

To apply, please send the following to hr@citygates.london:

- A current CV.
- A covering letter (maximum two pages) setting out why you are interested in this role, your experience relevant to the person specification, and a brief account of your Christian faith and church involvement.
- Contact details for two referees — one of whom should be your current or most recent church leader.

Closing date: 28th June 2026

Interviews: W/C 13th July 2026

City Gates Church is committed to safeguarding. The successful applicant will be subject to a satisfactory DBS check and references.