

## Production Associate

Milestone Church  
Keller, Texas

Employment Type: P/T  
16 hours per week

### Synopsis of Role

The Production Associate manages tech teams that work closely with the Children's Director and Children's ministry teams to deliver media, sound, graphics, and lighting for weekend services and special events.

### Principal Responsibilities

Recruit and train volunteers for Children's Production teams.  
 Partner with Children's Volunteer Coordinator for people interested in serving in production.  
 Schedule teams in Planning Center Online.  
 Keep teams inspired for their responsibilities for service.  
 Oversee atmospheres in Children's wing: Media, graphics, lighting, and sound.  
 Work hand in hand with Children's Worship Coordinator for service execution.

### Competencies Critical to this Position

<i><b>Core Competencies</b></i>	<i><b>Technical Competencies</b></i>
Reliable and Dependable.	Proficient knowledge of ProPresenter Software.
High Self-Motivated.	Basic knowledge of entry level production equipment.
Able to manage a growing team of people.	

### Education/Certification Requirements

Two years of job-related experience  
 Associates Degree or Equivalent  
 Combination of education and experience may be acceptable

### Key Performance Measurements

Maintain great communication with Production Team, Children's teams, and other departments as needed.  
 Answer emails or requests in a timely fashion.  
 Weekly services prepared for and executed at a high level.

*This description outlines the basic tasks and requirements for the position noted. It is not a comprehensive listing of all job duties.*

*If you are interested in this opportunity, please send your resume and cover letter to [recruiting@milestonechurch.com](mailto:recruiting@milestonechurch.com), Attn: Chris Johns.*

*Milestone Church offers comprehensive benefit packages, which are regularly reviewed to maintain competitive levels. Salary will be based on work experience, education level and relevant skill sets.*

*We would like to thank all applicants, however, only those who qualify for an interview will be contacted.*