



LAKEWAY  
CHURCH

## Production Lead

**Reports To:** Administrative Supervisor

**Work Location:** Onsite at Lakeway Church, 2203 Lakeway Blvd, Lakeway TX, 78734

**Employment Type:** Full-time Salaried, Exempt

### About Us

Our purpose is to glorify God. Our mission is to proclaim the Word of God and to lead those who receive it to become fully devoted followers of Jesus Christ by equipping them to walk daily with Him.

### Overview

The Lakeway Church is seeking a seasoned and spiritually mature **Production Lead** to oversee all aspects of live production and AVL systems across our campus. This role leads the charge in crafting a distraction-free environment where people can encounter God through excellent production, stewarding both the technical and relational aspects of the ministry. The right candidate will have deep experience in church production, strong leadership and communication skills, and the ability to recruit and develop high-functioning volunteer teams.

### Key Responsibilities

- Weekend Service Production
- Event Production
- AVL Systems Oversight and Maintenance
- Team Development and Leadership
- Administration and Operations

### Weekend Service Production

- Deliver excellent and effective main worship services every Sunday.
- Collaborate weekly with pastors, worship leaders and creative staff to align production with service flow and vision.
- Lead execution of all production elements in main weekend worship services, including audio, video, lighting, broadcast and stage design.
- Lead, schedule and manage the Sunday Production Team with competence and composure, providing technical guidance.
- Lead all production elements for rehearsals and run-throughs to ensure technical preparedness and excellence.

## **Event Production**

- Lead execution of all production elements for special services and events, including:
  - Holiday services (Christmas Eve, Good Friday, Easter, etc.)
  - Special events (e.g. Choral/Orchestra Concerts, Nativity Play, VBS, Baptisms, etc.)
  - Memorial Services\*
  - Weddings\*
- Collaborate with ministry and event leaders to meet production needs.

## **AVL Systems Oversight and Maintenance**

- Manage and maintain all audio, video and lighting (AVL) systems campus-wide to ensure readiness for use.
- Troubleshoot technical issues quickly and efficiently.
- Develop AVL protocols and documentation for consistency and training purposes.
- Evaluate and implement scalable AVL solutions in concert with ministry directors that align with church growth and budget.
- Oversee vendor relationships for equipment service, repairs, purchases and new installations.

## **Team Development and Leadership**

- Recruit, train, schedule and shepherd a team of skilled volunteers and contractors.
- Build a culture of excellence, humility and spiritual development within the production team.
- Develop onboarding and continuing education plans for team members.

## **Administration and Operation**

- Manage department operation budget, forecast expenses and oversee purchase decisions in collaboration with other worship and creative staff.
- Maintain accurate inventory of all production gear and manage equipment lifecycle.
- Use planning and scheduling software to manage volunteer rotations and service assets.
- Attend regular staff meetings and contribute to church-wide initiatives.
- Collaborate with ministry teams to provide AVL solutions that enhance ministry impact.

## **Qualifications**

- Degree or certification in audio engineering, media production or related field. (preferred)
- 3+ years in a production leadership role in a church or similar setting.
- Strong leadership and organizational skills with the ability to lead teams in high-pressure live environments.
- Preferred knowledge in working with production tools and systems including:
  - **Audio:** Midas, Allen & Heath, Dante
  - **Lighting:** GrandMA, Vista, DMX systems
  - **Video/Graphics:** Pro-Presenter, Blackmagic systems, streaming hardware
  - **Media:** Ableton Live, Planning center Online, PVP and QSys/Crestron (a plus)
- Demonstrated ability to train and multiply leaders and volunteers.
- Experience managing AVL budgets, vendor negotiations and upgrade planning.
- Excellent verbal and written communication skills.

**Faith:**

- Personal relationship with Jesus Christ; clear salvation testimony
- A personal commitment to grow spiritually, obey God's Word and demonstrate His love
- A passion for Christ and a call to discipleship ministry
- Proven willingness and ability to share their personal experiences of Christ with others
- Church membership required; must commit to active membership at the Lakeway Church
- Must agree with the Lakeway Church's Purpose, Mission and Statement of Faith

**Character**

- Humble, teachable, accountable and willing to grow
- Consistent, spiritual and moral character fitting the Bible qualifications in 1 Timothy 3:1-7 and Titus 1:5-9.
- Creative and willing to explore new ideas to help people encounter Christ and grow in their faith.
- Must maintain a good moral character and reputation by living a lifestyle above reproach (including but not limited to abstaining from alcohol abuse, illegal drug use, pornography and profanity)

**Physical and Work Environment Requirements**

- Must be able to lift up to 75 lbs. and handle physical demands of production setup.
- Comfortable working in loud, fast-paced environments.
- Ability to work evenings, weekends and holidays as needed.