

Park Cities Presbyterian Church

Full-Time Worship and Arts Production Manager: Manage the production aspects of Sunday morning worship services and other special services/events. Coordinate and facilitate Performing Arts events; provide marketing and promotional support for the Performing Arts Series. Coordinate off-campus Music Ministry events and short-term mission trips for Chancel Choir. Manage communication and coordinate production details; work with the Music team, leadership, volunteers, staff, musicians, vendors, audio/video teams, outside performing groups, decorators, and ushers with ease, respect, and professionalism. College degree preferred. At least five years' experience in event production. High-level organization and communication skills. Able to make decisions and adjustments in real time. Proficient in Microsoft Office suite. Arena Database or Eventbrite experience preferred, but not required. Experience using InDesign or Adobe Design programs a plus. Mix of standard office hours and days; some non-standard office hours and days. PCPC membership required. Email cover letter and resume' to careers@pcpc.org. If questions, please email jamie.tanner@pcpc.org.