

## **JOB DESCRIPTION –** **DIRECTOR OF EVENTS & CONCERT PROMOTION**

The Director of Events & Concert Promotion will support and promote ministry outreach through events such as concerts, conferences, dinner events, public relations meetings, etc. The individual chosen to fill this position will have the opportunity of working with a talented team of over 50 staff members. An overwhelming sense of God's call to use one's talents and life to advance His work are necessary requirements to fill this position. The following are the responsibilities and qualifications of the Director of Events & Concert Promotion.

- I.     Oversee All Family Life Events
  - A. Plan, schedule, organize and execute Family Life events including:
    1. Concerts
    2. Camps
    3. Retreats
    4. Luncheons
    5. Dinner Concerts
    6. Youth Theater Workshops
    7. Theatrical Productions
  - B. Be involved in all event related meetings and ensure proper communication with staff regarding event goals, responsibilities, and follow up
  - C. Develop and maintain high professional standards and procedures for production of events
  - D. Maintain exemplary relationships with caterers, churches, venues, printers and other external vendors and identify appropriate new business and ministry relationships
  - E. Negotiate vendor contracts within strict budgetary parameters
  - F. Coordinate with various departments within Family Life to execute events including facilities, A/V, ticket office, IT, graphic design, food service, and others as appropriate
  - G. Perform other duties and special projects as assigned
- II.    Supervise & Coordinate Event Department Staff

- A. Give direction and oversight to staff members with regards to their responsibilities for each event
- B. Coordinate and plan out the schedule for various events as to who oversees the various sponsored Family Life events
- C. Provide regular feedback and instruction as well as annual reviews for Event Department staff

### III. Qualification Requirements

- A. A high school diploma and three (3) years of progressively responsible community relations experience with a direct responsibility for planning, organizing, coordinating, developing, evaluating and/or administering large events and special projects or a community service program/activity; or a bachelor's degree from an accredited college with focus on Hospitality, Tourism or Events Management
- B. Exceptional communication and interpersonal skills; meticulous organizational, project management, and time management skills
- C. The temperament to interact with a variety of personalities in a tactful, pleasant, and professional manner; ability to exercise independent judgment when appropriate
- D. Ability to work well under pressure; self-motivated with a proven ability to solve problems; aptitude for working collaboratively under varying degrees of supervision
- E. Fully competent in Microsoft Office, especially Excel

### IV. Miscellaneous

- A. This position requires working some nights and weekends with overnight travel when necessary
- B. Be part of Family Life's Management Team
- C. Attend weekly all-staff meetings on Wednesday mornings
- D. Be available for entire week for Spring and Fall Sharathons
- E. Report directly to CEO

Family Life Ministries, Inc. is an equal opportunity employer.