

JOB DESCRIPTION – DIRECTOR of Events and Concert Promotions

The Director of Events and Concert Promotions will support and promote ministry outreach through touring events, concerts, conferences, dinner events, public relations meetings, workshops, etc. An overwhelming sense of God's call to use one's talents and life to advance His work is a necessary requirement.

The following are the responsibilities and qualifications of the Director of Events and Concert Promotions.

- I. Oversee All Family Life Events
 - A. Plan, schedule, organize and execute Family Life events including:
 1. Concerts with well known artists
 2. Touring events
 3. Conferences
 4. Luncheons
 5. Dinner Concerts
 6. Youth Theater Workshops and Camps
 7. Public relations meetings
 - 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 and execution of events and concerts.
 - D. Maintain exemplary relationships with talent agents and management, venue contacts, churches, and other external vendors as well as identify appropriate new business and ministry relationships.
 - E. Negotiate talent and vendor contracts within strict budgetary parameters.
 - F. Coordinate with various departments within Family Life to execute events.
 - G. Perform other duties and special projects as assigned, such as site coordination for public relation meetings and partnerships throughout listening area.

II. Qualification Requirements

- A. A high school diploma and one (1) year 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. Multitasking mastery is a must.
- E. Fully competent in Microsoft Office, especially Excel

III. Miscellaneous

- A. This position requires working nights and weekends with overnight travel when necessary at least 3-5 times per year.
- B. Be part of Family Life's Management Team
- C. Attend weekly management and all-staff meetings
- D. Be available for entire weekend for bi-yearly Sharathons
- E. Report directly to CEO
- F. Supervise Events Department as well Kitchen staff.

Family Life Ministries, Inc. is an equal opportunity employer