



5517 S. Michigan Ave  
Chicago, IL 60637  
(773) 285-1731  
NewLifeSoutheast.org

**Job Title:** Creative Experience Director

**Reports To:** Executive Pastor

**FLSA Status:** Full Time Exempt

#### **POSITION SUMMARY:**

The Creative Experience Manager oversees the planning, set up and production of the live worship environment and special events. This person is responsible for developing visual components of worship that implement the vision and philosophy of the church's leadership in services and events. The Creative Experience Manager oversees all the visual elements of the stage and adjacent areas including set design, lobby décor and managing volunteer team members.

- Communicate the vision given by New Life Covenant leadership to team members as directed.
- Assist senior leadership in bringing forth innovative, original, creative decor for all visual elements for all church wide and or ministry events.
- Design sketches and develop proposals for various stage sets, events and art projects.
- Construct prototypes of approved stage sets for all services and events as needed.
- Ensure proper stage setup for all services, rehearsals and events.
- Provide leadership to volunteers on stage, design, and event management team.
- Recruit and train the team of volunteers for weekly services.
- Communicate with potential volunteers and utilize them effectively based on their expertise.
- Organize volunteer schedules to construct projects in a timely manner.

- Develop and adhere to the department budget when recommending and engaging vendors and ordering supplies for projects.
- Organize materials and files as well as maintain an inventory of supplies.
- Create an atmosphere that enhances the experience of the visitors, guests and attendees.
- Assist other departments/ministries with event planning needs throughout the church.
- Oversee servant meal distribution for Sunday operations and church wide events
- Attend weekly planning meetings, debrief meetings, and any other meetings as necessary.
- Collaborate with pertinent department leaders of any technical needs.
- Maintain backstage, stage areas, dock areas, storage areas to ensure they are clean and organize
- Other duties may be assigned.

## **Qualifications**

### **Knowledge, Skills and Abilities**

- Artistic flair and ability to design sets, props and materials that are aesthetically pleasing to all
- Ability to manage all details and construction of assigned art projects and event stage sets from design to final construction, delivery and installation of stage sets and projects to their respective event venue
- Knowledge of stage set construction, building materials, tools, fabric and paint
- Strong attention to detail
- Great communication skills - verbal and written
- Flexibility in dealing with people
- Self-starting - can work with little supervision or direction
- Ability to multi-task
- Excellent initiative with solid interpersonal communication skills
- Demonstrate proficiency with driving a scissor and articulating boom lift's
- Working knowledge of hand tools, power tools, saws, welder, plasma cutter

### **Education**

- Associates or Bachelor's Degree in Liberal Arts, Media, Creative Arts, or Production areas

### **Experience**

- Minimum of two years of experience in the production of live events (Church & Corporate Preferred)

### **Competencies:**

- Be able to take an idea from "concept to stage" - And beyond

- Servant heart and optimistic attitude
- An artistic minded and gifted person “Called” to Serve
- Passionate about Excellence in Production
- An effective troubleshooter with a cool head and positive attitude
- Ability to collaborate with others within a creative team setting
- Dependable, self-motivated, comfortable taking the ball and running with it
- Flexible, Creative, Innovative, Adaptable thinker who likes to think outside of the box

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions for this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, hear and walk. The employee is required to use hands and fingers to feel, handle, or operate objects, computers, tools, or controls, and reach with hands and arms.

The employee must occasionally lift and/or move up to 40 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**The above is intended to describe the general content of and requirements for the performance of this job. It is not intended to be an exhaustive statement of duties, responsibilities or requirements.**

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Manager

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Date

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Employee

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Date