

## EVENTS MANAGER

### GENERAL DESCRIPTION

The Events Manager organizes and executes on all church-wide events. The main responsibility is creating a vision for each unique event, planning out the details, organizing and implementing from beginning to end. This position will coordinate with other ministries to ensure consistency, quality, and efficiency.

**Classification:** Exempt; Salary // **Status:** Full Time // **Team:** Experience // **Supervisor:** Randy Deal, Lead Director

**WORK SCHEDULE:** Weekends, Flexible During the Week Based on Weekly Event Schedule

### ESSENTIAL DUTIES & RESPONSIBILITIES

- Envision, plan, organize and execute on all church-wide events, including but not limited to, Weekend Services Environments (i.e. Easter, Mother's Day, Summer Nights, Father's Day, Fall/Back-to-School, Car Show, and Christmas/Christmas Light Show), Conferences, Vision Arizona, Converge Southwest S2 Conference, and annual Staff/Volunteer Appreciation event.
- Work with outside organizations that will be utilizing Rock Point facilities.
- Serve as primary liaison for weddings, memorials/funerals and other such events.
- Develop event planning that is creative, innovative, high quality, well thought out, community minded, family oriented, guest focused and attendee friendly, aligning with Rock Point's culture in which people want to attend and be a part of and invite/bring their friends.
- Gain, train and retain an army of volunteers to lead, set up, manage and take down events, with appropriate levels of leadership.
- Collaborate with staff and leaders to ideate, dream, envision goal-oriented events.
- Timely communicate and coordinate with staff, leaders and volunteers effectively to ensure highly successful events, achieving the pre-determined wins of the event.
- Act as on-site manager before, during, and after events.
- Manage the events inventory, including optimal storage of all events assets.
- Serve as the key contact with outside vendors, rental companies and other event-related organizations.

- Optimize all church facilities to the best of their purpose and capabilities.
- Work closely with the Facilities Department to determine exact needs for events.
- Determine Rooms and Resources needed for events, including but not limited to, scheduling, production, guest services, connections, parking, custodial, set up and take down, hosting, music and any other environmental needs.
- Develop, monitor and maintain event budgets.

## COMPETENCIES

To perform the job successfully, the individual should demonstrate the following:

- Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.
- Customer Service - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; participates in meetings.
- Teamwork - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.
- Change Management - Develops workable implementation plans; communicates changes effectively; builds commitment and overcomes resistance; prepares and supports those affected by change.
- Ethics - Treats people with respect; inspires the trust of others; works with integrity and ethically.
- Diversity - Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.
- Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports church's goals and values.

- Judgment - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- Quality - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.

## REQUIRED CRITICAL SKILLS, TRAINING AND EDUCATION

- High School Diploma or GED
- Proficient with computers, including Internet, Email and Office Products
- Minimum of one-year special events experience
- Strong Organizational and People Skills
- Agrees and aligns with the vision, values, and doctrinal *Statement of Beliefs* of Rock Point Church. (<http://rockpointchurch.com/statement-of-beliefs/>)

## PREFERRED REQUIREMENTS

- Customer Service Experience
- Degree in Special Events or Related Field
- Experience Recruiting and Managing Volunteers
- Church Management System (i.e. CCB) Experience

## PHYSICAL REQUIREMENTS

- While performing the duties of this job, the employee is regularly required to stand and walk and will occasionally be required to do some light lifting (up to 25 pounds).

## PERSONAL LIFE REQUIREMENTS (POST HIRE)

- Model Biblical understanding and maintain a consistent personal devotional life;
- Model Biblical commitment and become a covenant member of Rock Point Church;
- Model Biblical family life before the body and regularly attend worship service with your family;
- Model Biblical integrity and conduct personal life in a manner consistent with RPC core values;
- Model Biblical community; and
- Model Biblical generosity and financially support Rock Point Church.