

Bethany Lutheran Church Position Description

Arts and Events Coordinator

Summary

This part-time exempt position shall serve Bethany by providing leadership and a “public face” in coordinating community performance events at Bethany, coordinating weddings and other celebratory events on the Bethany campus, and promoting the campus of Bethany as an events space for activities congruent with the mission, vision, and character of Bethany Lutheran Church.

1) Scope and Responsibility:

1. Developing and presenting performance events at Bethany through our Festival of Faith and the Arts, coordinating with other staff to provide publicity of the events;
2. Supporting and promoting musical and artistic opportunities to the Bethany community and the greater Denver community for spiritual enrichment;
3. Inviting our congregation and greater Denver community, of all ages, to Bethany to enjoy these special engagements, all of which support the statement: For the Mind, Spirit, Heart and Soul.
4. The Events Coordinator communicates directly with local, regional and national entities seeking an exceptional environment for presentations of a variety of artistic outreach. Works with the Bethany Director of Music to facilitate recruitment and coordination of musicians for participation in various worship services;
5. Being on site during events as host and to supervise set ups and break down of risers and other equipment, coordinate with ensemble directors and other outside staff, emphasizing care to avoid harming the Bethany infrastructure and equipment;
6. Coordinate the Bethany Arts Project, which involves the placement of visual art on the Bethany campus;
7. Coordinate weddings and other family/community events at Bethany, work with family, caterers, musicians, and others to plan and stage the wedding and reception events;
8. Promotion of relevant events at Bethany, including activities such as designing an annual brochure for Festival of Faith and the Arts, creating monthly communications, maintenance of the Festival of Faith and the Arts website, design and production of all on-site displays, and Music Ministry event publicity and programs, as requested;
9. Handling inquiries, contracts, utilization fees and billing regarding facilities’ use for events, and coordinating the scheduling related to such uses with the various internal Ministries and Administrative staff.

2) Reporting and Accountability:

The Events Coordinator reports to and is accountable to the Lead Pastor. The Lead Pastor is accountable to the Executive Council of the church, consisting of congregation members elected to positions as officers of the congregation and corporation.

3) Collaboration and Responsibility:

Works in a cooperative team relationship with the pastoral staff, Worship and Hospitality Representatives on the Ministry Council, Creative Arts Team, Facilities Manager, Director of Music, and production crew members (audio visual). Also has a working relationship with custodial staff and Bethany office staff for scheduling, etc. Authority to attract and contract with outside music, arts, and other artistic and faith providers to perform or rehearse in Bethany Lutheran Church's facility. Also has authority to make final decisions regarding wedding events in light of Bethany policies.

4) Qualifications:

- B.S. / B.A. or appropriate work experience
- Knowledgeable and possess expertise in event planning and execution.
- Ability to work in a variety of roles with a wide variety of people, utilizing diplomacy, tact, and discretion.
- Minimum of five years' relevant experience required.
- Demonstrated skills, talents and knowledge of the fine arts.
- Active and participating member of the artistic and performing community.
- Knowledgeable of, and experienced in, various stage production areas, including sound and lighting.
- Experienced in management and administration.
- Strong organizational skills.
- Proficient in MS OFFICE (Word, Excel, Publisher, PowerPoint).
- Proficient in graphic design and publishing.
- Experienced in marketing design and program implementation.
- Experienced in Public Relations.
- Dedicated to support the core beliefs, mission and ministries of Bethany Lutheran Church.

5) Employment parameters

The employment of the person in this position is in concert with rights and responsibilities, and policies and procedures outlined in the Employee Handbook of Bethany Lutheran Church, Cherry Hills Village, CO. Compensation is by stipend plus commissions from events.

Position Description update 03/10/2021