



Live Experience Coordinator (*Full-Time*)

Reports to: Creative Coordinator

Position Summary

The Live Experience Coordinator is a critical role responsible for supporting the Live Experience and Music Teams in creating spiritually impactful, organized, and seamless live worship experiences. This position requires strong administrative, project management, and budget management skills, ensuring that the departments run efficiently and effectively.

Skills & Abilities:

1. Calendar Management:

- Maintain and manage the Live Experience and Music Team calendars, including scheduling rehearsals, special services, and events.
- Coordinate with other departments to ensure schedule alignment and resource availability.

2. Project Management:

- Assist in the planning and execution of live worship experiences, ensuring that all elements align with the department's vision.
- Coordinate with production, worship, and creative teams to ensure a cohesive experience.

3. Budget Support:

- Work alongside the Live Experience Pastor and Worship Pastor to manage departmental budgets, tracking expenses and making cost-effective recommendations.
- Assist in procurement and purchasing related to the department's needs.

4. Administrative Tasks:

- Handle administrative duties such as managing departmental communications, including emails, phone calls, and scheduling.
- Prepare reports, documents, and presentations as needed.

5. Team Collaboration:

- Work closely with the Live Experience team and Music Team, supporting and coordinating their efforts.
- Serve as a liaison between team members, ensuring effective communication and workflow.

6. Volunteer Coordination:

- Assist in recruiting and scheduling volunteers for live worship experiences and special events.
- Help manage volunteer onboarding and training processes.

Primary Responsibilities:

- A strong commitment to the Christian faith, aligned with the church's mission and values.
- Proven administrative and project management experience, ideally in a church or live event setting.
- Strong organizational and multitasking skills.
- Proficiency in budget management and financial tracking.
- Excellent communication and interpersonal skills.
- Detail-oriented with the ability to maintain a high level of accuracy in scheduling and record-keeping.
- Proficiency in office software and scheduling tools.
- Ability to work well in a team and collaborate effectively with different departments.
- Flexibility and adaptability to changing priorities and schedules.

Education/ Experience Requirements:

At least 2-3 years of administrative or project management experience.