



Experience Director

(Part-Time)

Reports to: Director of Operations

Relates closely to: Lead Pastors & Communications Director

Purpose of this position: To support the mission of ZOE Church by leading and overseeing the experience of every gathering and helping manage the facility at ZOE.

Success of this position: Success in this role will be seen in raising up, equipping, and releasing leaders in all areas of oversight. Less doing and more leading and releasing.

Responsibilities:

- **Overall Experience:** This role is responsible for overseeing the vision of our facility and gatherings and working to ensure that the experience in our facility is in alignment with our vision and desired culture.
- **Events:** All ZOE events held in the building should include your involvement. This means making determinations or recommendations about how an event should be supported and ensuring the execution of that plan. Development and leadership of our Events Team is a high priority. This can include large events such as Worship Nights and small gatherings such as membership classes.
- **Events Team:** This role is responsible to build, equip, and release the events team to help develop and execute all experiences around ZOE. This should include building community within the team as well as ensuring care for the team.
- **Outside Events:** Any non-ZOE events that exceed basic room usage will be coordinated by this role. This includes, but is not limited to weddings, funerals, larger parties, etc. All decisions about events will be decided in coordination with the Operations Director and Lead Pastor.
- **Help with departmental plans for big events** (*i.e. Kids Easter, Youth launch plan*)
- **Oversight and management of all storage and closets.**
- **Other responsibilities as assigned by lead pastors.**

Hours:

- **20 hours/week** (Flexible hours)
- **Sundays required when supporting an event** (approx. 20 Sundays/yr, including Christmas Eve & Easter)
- **2 staff meetings/month** (Tuesdays, 9-11am)