



**Position:** Interior and Event Design

**Direct Report:** Development Pastor & Senior Pastors

**Hours:** Full Time

### Summary

The Interior and Event Designer will create and manage the interior spaces for The Life Church as well as develop environmental design for large events and conferences.

### Responsibilities include but are not limited to:

- **Space Planning and Interior Design of Existing and New Facilities**
  - Create and maintain an inventory of existing design fixtures/furniture and forecast for upcoming maintenance, projects and purchases.
  - Keep wayfinding signage up to date and consistent throughout existing campuses as well as develop wayfinding plans for new locations.
  - Design sets for online campus, podcast, and stage.
  - Manage Life Church locations decor and aesthetic standards.
  - Develop floor and furniture layout plans.
  - Develop and manage project timelines.
  - Source and select construction finish materials.
  - Source, select, and purchase furniture and fixtures.
  - Select paint colors.
  - Coordinate and oversee installations.
- **Environmental Design and Decor for Events at all Life Church Locations**
  - Work collaboratively with the Creative Team and Events Coordinator
  - Create environmental design based on the overall theme/look for message series, events, conferences, etc.
  - Examples of Environmental Responsibilities:
    - Easter Weekend/Summer Series/Vision/Christmas - Develop church wide cohesive decor based on the given look/theme that is campus specific and can be installed by campus volunteers.
    - Axis Student Conference/Zoe/Make Room - Develop design elements and installation plans for the Houston Levee location that captures the conference theme and creates an inspiring environmental experience.
    - Vision Partner Events/Staff Celebrations/Green Room Decor - Develop tablescape/flowers/decor.
  - Manage and coordinate event design and decor installation through Campus Coordinators.
  - Manage budgets and make purchases for event design and decor.

### Attributes & Skills Required

- Enjoys working closely with others and can build/lead teams of volunteers
- Communicates clearly
- Generates creative ideas/thinks "out of the box"
- Good with administrative and project management
- Interior design experience
- Basic computer skills