



## Creative Director

<b>Ministry Area/Department</b>	General staff/administration
<b>Position</b>	Media Production Specialist
<b>Accountable To</b>	Pastors/Office Manager
<b>Ministry Target</b>	Church
<b>Work Hours</b>	Minimum of 30 hours per week
<b>Position Is</b>	Full time paid staff
<b>Position May Be Filled By</b>	Church member
<b>Talents or Abilities Desired</b>	Technologically proficient
<b>Best Personality Traits</b>	Dependable • Discreet • Friendly • Professional • Neat
<b>Passion For</b>	Creating graphic designs
<b>Length of Service Commitment</b>	Two years minimum
<b>Requirement</b>	Saved Christian

### ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** 5-12 hours per week
2. **Participating in meetings/training:** up to two hours a month
  - Create, prepare and produce digital art for distribution to the church web site and social media sites.
  - Maintain proficiency on all graphic design software relative to the creating digital media i.e. Photoshop CC, Illustrator, InDesign etc.
  - Works with the Technical Department to create slides, and presentations for Sunday Services, worship celebrations and special events.
  - Prepares digital images and documents for print via online and conventional print houses.
  - Work in conjunction with our web master to perform limited maintenance and frequent updates to the church web site and social media pages.
  - Monitors FaceBook and YouTube live broadcasts, moderating the live chats
  - Archives digital media (video, audio, etc)