

CREATIVE DIRECTOR WILLOW CREEK PRESBYTERIAN CHURCH

SUMMARY

The Creative Director has overall responsibility for production of photos, videos, graphics, bumpers, and other creative elements for Sunday services, promotions, the website, etc.. This person must be an innovative self-starter willing to collaborate with the Senior Pastor and staff to tell and celebrate God's unfolding story at Willow Creek Presbyterian Church.

REPORTING

- Reports to the Senior Pastor

CLASSIFICATION

- This is a part-time position (20 hours/week)

RESPONSIBILITIES

Produce video and graphic elements

- Support the development of creative design and production elements for Sunday services and special events.
- Work with the Technical Director to create an excellent video broadcast experience.
- Collect and archive photos from worship services, special events, etc.
- Create and produce graphics and videos for worship services, social media, promotions, and other events.
- Create graphics for signs, print materials, and announcements.

Recruit, train, and manage volunteers

- Recruit and lead volunteer assistants.
- Provide needed training to develop volunteer assistants as artists who can effectively create excellent production quality.

Manage Equipment

- Oversee the maintenance and operation of equipment associated with this position.
- Develop detailed knowledge of operation and integration of all equipment.
- Assess current and future technology needs and recommend acquisition strategies.

- Put measures in place to ensure that equipment and supplies are secured against damage, loss, or theft.

REQUIREMENTS

Ideally, applicant should have experience in the following areas:

- Experience in video directing, shooting, producing, and editing.
- Self-motivated, strong creative drive with attention to details.
- Should be able to multi-task and deal with pressures of multiple strict deadlines and last-minute direction changes.
- The ability to work collaboratively
- Experience with programs such as Premiere Pro, After Effects, Photoshop, etc.

Applicant should possess strengths in the following areas:

- Humble, collaborative
- Contribute to and lead a team
- Coaching and people management.
- Problem solving and decision making
- Strategy development and implementation.
- Is a learner: Always improving and finding better ways to effectively use the latest tech tools.

TO APPLY

Submit the following materials by email to Molly Labby, Senior Pastor's Assistant, at mlabby@willowcreekchurch.org by November 30, 2019.

- Cover letter
- Resume
- Link to online portfolio including sample photography, videos, graphic design, etc.
- Three recommendations
- Applicant must be able to complete thorough criminal background check.