



Creative Associate

Job Description / Responsibilities
4-1-20

Position: Creative Associate

Reports To: Creative Director

Type of Position: Full Time, Salaried (40 hrs/wk)

General Description and Purpose of Position:

The role of the Creative Associate is to have prime responsibility over the creative output of Grace Fellowship Church by developing video production, graphics, visual branding and other creative elements for the weekend experience. The Creative Associate will help enable the vision of the church as it is seen in the weekend services, through print media, broadcast venues, digital means, and other creative channels. This will require a firm grasp of the beliefs, values and strategy of Grace Fellowship Church and the ability to align staff, leadership teams, and volunteers with its mission, vision and values. The Creative Associate serves a very important role in representing Grace Fellowship Church to both the congregation and the community. This role will also ensure that all campuses and weekend services of Grace Fellowship Church are resourced to call others towards a Life Worth Pursuing.

Accountabilities for this role:

- 1) use creative abilities to provide dynamic print, digital, and video production,
- 2) work closely with the Creative Director in the implementation of Weekend services, and
- 3) carry the continuity of branding with a clear understanding of Grace's vision.

Education/Experience:

- Formal training in Graphic Design, Digital Arts, and Videography
- Efficiency in programs such as:
 - Adobe Photoshop
 - Adobe Illustrator
 - Adobe InDesign
 - Adobe After Effects
 - Adobe Premiere or Final Cut Pro
- Knowledge of Social Media, Mobile, and Web Platforms

Qualifications:

- The successful candidate must be a fully devoted Christ--follower and fully support

the ministry of Grace Fellowship Church. This individual's commitment to Christ will be evidenced in his/her personal life, family relationships, and ministry. His/her daily walk with God will be an example to others with which he/she interacts.

- Expert knowledge of aforementioned programs and platforms
- Ideal candidate is highly tech--savvy, able to learn and master new technology quickly and thoroughly
- Knowledge of live audio and video production environments a plus
- Personal qualities of integrity, credibility, and a commitment to the mission, vision and core values of GFC.

- Must possess a teachable spirit and collaborate well in a team environment
- Extremely strong interpersonal skills
- Ability to embrace and pursue artistic and spiritual excellence in services
- A gracious, Christ--like demeanor in demanding situations
- Very strong organizational abilities and excellent attention to details
- Ideal candidate is one that shows initiative, perseverance, and possesses a "whatever it takes" attitude
- Ability to be flexible in an environment that is subject to spur of the moment change
- Must possess solid time management skills
- Must have the ability to coordinate several activities at once and quickly analyze and resolve specific problems
- Teachable, self-motivated, ability work independently as well as with other ministry teams.
- Likes last minute curveballs and has a "get it done" attitude.

Required Work Skills

- *Flexibility:* Ability to be flexible in task assignments in a changing and dynamic work environment.
- *Cooperativeness:* Ability to cooperate with other ministries and staff with helpfulness and collegiality.
- *Learner:* Willingness to learn new skills, systems and processes as ministry and technology needs dictate.

Position Responsibilities:

- 1) Graphic Design - Support the development of creative design and production elements for protional and in-service use to include:
 - a. Sermon Series Graphics
 - b. Brand Identity
 - c. Digital Signage
 - d. Website
 - e. Mobile
 - f. Social Media
 - g. Print Materials
 - h. Online Campus
 - i. Motion Graphics

- 2) Videography - work to produce creative and effective promotional and in service videos using strategic tactics that communicate to our church and the world including the use of concept, scripting, setting up video shoots, and post production to include:
 - a. Sermon Bumpers

- b. In Service Elements
 - c. Special Events (Easter & Christmas)
 - d. Personal/Baptism Testimonies
 - e. Promotion & Marketing Purposes
 - f. Online Campus
- 3) Stage Design - Collaborate to create stage design ideas and implement them for the weekend service experience while working with Lighting Programmer to sync stage design
 - 4) Special Elements - Create and implement special elements within the weekend experience
 - 5) Executive Producing - Availability on weekends to oversee the flow of a given service and coordinate with ministries outside the auditorium

Working Hours and Conditions:

Business hours and exceptions

- Salaried (whatever it takes to get it done) rather than hourly position
- 40 hours week
- Majority of hours will be Monday through Friday with
- Occasional Weekends and Evenings a part of the role
- Some mid-week meetings.

Working environment

- Works in an office as well as in live production spaces. Access to desk, computer, and files.
- Works closely with Weekend Service staff team and volunteers, as well as other GFC staff.

Other GFC All-Staff Expectations:

- Attend all scheduled GFC-wide staff meetings.
- Use Outlook software to integrate work schedule, reply to meeting requests, etc
- Attend all GFC global leadership (ministry team) gatherings (Support events as needed)
- Serve as during all Christmas and Easter services
- At weekend services, park away from building. Save close-in parking spaces for guests & members
- Respond to voicemail requests promptly - at most within 24 hours

Salary:

Varies based on experience and capability. To be discussed in hiring process.