

JOB DESCRIPTION
DESIGN AND MEDIA
Campus: Medina East



Ministry Area: Communications

Ministry Position: Design and Media Producer

Time commitment: 40 hours per week, full-time salaried with benefits

Reports to: Brenda Stephan, Communications and Graphics Manager

Position Overview

This position focuses on the collaborative creation of impactful content and media for the purpose of supporting the various ministries and activities of Grace Church. You are a multi-disciplinarian who thrives on taking creative projects from idea to execution.

Essential Job Functions

- Create video and graphic resources to promote and support various ministries programming (weekend services, special events, etc.).
- Develop content and media including but not limited to; web graphics and site updates, email and social media content, print projects, presentations, video resources, training materials, etc.
- Execute video projects, including shooting, editing, and distribution; including weekly sermons and podcasts.
- Provide website, social media and overall creative communications support
- Coordinate special media projects for use in promotion, illustration, and other tools for sharing the many stories our ministries use.
- Always be developing new video/graphic styles and strategies keeping up with (but not defined by) media trends that resonate with our target audience at Grace Church.
- Engage and develop volunteers: recruiting & working with them as teammates, keeping them apprised of project needs and deadlines, and other related tasks for assigned projects.

Specific Requirements

- Strong visual and storytelling skills.
- Experience in the Adobe Creative Suite (Premiere, After Effects, Photoshop, Illustrator, InDesign).
- Working knowledge of web tools (WordPress, basic html, MailChimp), print production, presentation software, etc.
- Ability to collaborate in a creative team environment.
- Strong communication and self-management skills
- Specific education and training and/or comparable experience in the creative arts.
- Ability to manage multiple projects, and multiple “kinds” of projects.
- Experience with camera, lighting, and audio setup, multi-camera productions.
- Knowledge of HD and SD video equipment and multi-output switching requirements.

Spiritual Life

- Growing in faith as a believer in Christ (2 Peter 1:5-11).
- Has a teachable spirit and servant's heart (Philippians 2:1-11).
- Has a vibrant prayer life, as this is the beginning to healthy ministry and job function (1 John 5:14).

General Requirements

- A committed and faithful attendee of Grace Church, Medina East Campus.
- Adheres to and support the vision and philosophy of Grace Church and its leadership, including the Statement of Faith and Staff Creed.
- Have attended or is in the process of attending the campus introduction classes within the first six months of hire.
- Will care for others by appropriately praying with, consoling, speaking of Christ and/or sharing scripture.
- Always being concerned about the spiritual welfare of others.
- Has a solid understanding of biblical community including participating in on-going biblical community at Grace Church.
- Possesses organizational and multi-tasking abilities and able to handle stressful situations with self-control and teamwork.
- Possesses a strong work ethic (We are the recipients of the Lord's money).
- Self-directed and a self-starter. Able to work independently with minimal supervision. Pro-active and dependable.
- Has a heart focused on ministry, not just a job.
- Handles confidential matters and material with integrity and humbleness within a team environment.
- Requires an intuitive understanding of sensitive ministry information. Communicates information to pastoral staff as appropriate.
- Is proficient and confident in your computer skills that include the programs of Microsoft Office; being willing to learn in-house management systems. Experience in WordPress is a plus.
- Has the ability to maintain a high level of accuracy in preparing and entering information developing processes to efficiently get the work finished promptly.
- Strong administrative, communication, planning and interpersonal skills.
- Is willing to perform other duties as required in a spirit of servitude.

Measured by

- 30/60/90-day new hire review and Annual Review given by Communications Manager.
- Input from staff, leaders, and volunteers.