



Summary

Job Title

Creative Arts Director

Department

Ministry

Located in Loudoun County, Community Church exists to help people live life better by winning increasing numbers of people to Christ and his church. We summarize this mission as **Meet God**, **Meet Friends**, and **Live Life Better**. These three core initiatives drive everything we do!

Do you have the drive to tell stories in a creative and compelling way? Are you passionate about using tools like print media, video, web, and social media to impact and inspire? Are you a creative who has experience and expertise in leading and motivating other creative professionals? If so, this job is for you.

The Creative Arts Director serves as a key member of the leadership team at Community Church. Overseeing the members of the Creative Arts Department and collaborating as a team member with the other Ministry Team Directors, this person will play a key role in driving the mission and vision of Community Church forward.

This position reports directly to the **Executive Director of Ministry**.

Key Responsibilities

RESULTS

Leadership and Strategy

40%

- Understand with complete clarity the mission and direction of Community Church and champion it throughout the organization.
- Keep Executive Director of Ministry informed on all pertinent issues curbing surprised.
- Pray and meet regularly with Executive Director of Ministry to advance the objectives of the division.
- Collaborate as a teammate with the Ministry Team Directors.
- Provide vision and set goals for the creative arts department in alignment with the overall Strategic Plan.
- Monitor the spiritual climate, trends, and attitudes within the creative arts department; encouraging and correcting where needed.
- Champion the brand and ethos of Community Church, and its affiliates.
- Embody the Lead Pastors heart of cutting-edge design and innovation through all Creative Arts work.
- Work collaboratively with the Music & Service Programming Director to ensure church events hold to the brand and push the mission forward.
- Evaluate, improve and add systems and policies as needed.
- Lead and champion creative marketing and communication outreach to the community.
- Serve as a contributing member of the Ministry Team, providing input, ideation, support, and encouragement to fellow team members. Be a great team member.

Project Management

30%

- Lead creative sessions for project kick-offs.
- Lead multiple projects from concept to completion.
- Develop creative programs and design concepts that meet the business objectives of the organization and that advance our brand strategy.
- Establish creative direction for our websites, online services, and programs.
- Supervise and inspire the creative team and vendor partners; as needed, generate multiple concepts for a campaign and or project.
- Work with the Live Team and Studio team to develop concepts and present to executive leaders.
- Work with internal teams to meet and schedule their creative needs.
- Provide quality control over concepts and projects.
- Collaborate regularly with the Music & Service Programming Director on developing and building-out set designs.

Financial Stewardship

10%

- Manage creative arts budget in these primary areas: Equipment Purchases and Maintenance, Marketing, Contractor Labor & Supplies.
- Submit expenses reimbursements for creative arts ministries needs.
- Provide support for the Ministry Team when planning the budget.

Staff and Volunteer Enrichment

10%

- Ensure creative arts run smoothly, handle conflict appropriately; with sound spiritual and emotional judgment.
- Set an example for the staff and volunteers professionally and spiritually.
- Develop and build the leadership capacity of managers within the department by meeting one on one providing coaching and care.
- Meet weekly with creative arts division providing/receiving feedback as appropriate.
- Meet weekly with other Ministry Team Directors providing/receiving feedback as appropriate.
- Conduct reviews and develop actions plans for managers accordingly.
- Listen to feedback from a variety of sources for effectiveness.

Administration

10%

- Ensure business data is accurate and updated.
- Answer incoming emails and phone calls with a professional response within 24 hours and coach all business staff to do the same.

Total **100%**

CORE VALUES

Health Matters **20%**

- We work with the tangible help of God by maintaining regular personal time with him—space for hearing & listening to God’s voice through silence, solitude, praying, meditating on scripture, journaling, etc.
- We lead out of healthy marriages or singleness.
- We pay attention to physical health—diet, exercise & rest (Sabbath)—& make necessary adjustments.
- We connect to godly friendships through small group involvement where accountability & encouragement is practiced.
- We practice vulnerability—regular confession of weaknesses, sins, hurts, habits & hang-ups to not only God but to one another, as well.

Church Matters **20%**

- We not only attend but we compellingly & constantly invite others to church, as well. An empty seat is a BIG deal!
- We always look out for & initiate conversation with new comers & guests. We push through our awkwardness so guests can feel welcome. We love to ask: “What can I do for you?”
- We work hard & if needed, late to make our ministry radiant—a church where people can’t help it, they have to notice her & want to be around her! We live to make church an ‘over-the-top’, inspiring, winsome, irresistible experience.
- We all equally share in honoring God by investing 10% of our income annually to finance his mission, the church. We don’t just work here. We ‘bleed orange!’
- We inform & help people complete our GROW course, the critical 1st step in truly joining the church.

Attitude Matters **20%**

- We own the mission not our position, title or rank. We never say, “That’s not MY ministry!” or, “No one ever told me to do that!” or, “That’s not in my job description.” We energetically do what needs to be done.
- We don’t tolerate a negative attitude. We obsess on what we can control not on what we can’t.
- We all serve—something we’re doing connected to God’s house that we’re not being paid for.
- We practice authentic listening—listening to understand.
- We assume the best—when ‘stuff’ happens we don’t assume the worst or immediately go negative but give our colleagues the benefit-of-the-doubt.

Development Matters **20%**

- We maintain Personal Development Plans (PDP’s) so we can demonstrate leadership growth. (We set goals—next steps in Leadership Pipeline, book reports, conferences, coaching...something!)
- We give the gift of feedback—positive & growth. & we hunger for both constructive & growth feedback from team mates in all situations.
- We lift others to higher levels passing along to others the knowledge, skills & opportunities that have been entrusted to us. We don’t just do a ‘job’, we build & empower people.

Environments Matter **20%**

- We insure that all our environments are irresistible! From the parking-lot to our work space we strive to be flawlessly maintained—no ‘broken-windows’ anywhere...period.
- We are not finished until everything is clean, put away & visually stunning.
- We communicate confidence & respect to volunteers by keeping all behind-the-scene areas impeccable. (all closets, resource centers, cabinets, stairwells, back-stages, sound booths, garages, conex-storage boxes, etc)
- We pick up trash. We vacuum, sweep, mop, straighten things; put things away & return things in a clean orderly fashion. Sloppiness is ungodly!

Total **100%**

Requirements

EDUCATION AND EXPERIENCE

Education:

Required

- Bachelor's degree from an accredited, four-year institution required.
- In lieu of degree, an additional four years of experience will meet the requirement.

Desired

- Undergraduate focus in Fine Arts related field or equivalent visual design and management experience required.
- Master's degree in Fine Arts, Design, Interactive Communications, or related field.

Experience:

Required

- 5-7 years of experience as a creative professional, with validated success.
- 3-5 years of management experience working with print and digital graphics
- Understanding of interactive communications, delivery systems, and processes
- Understanding of best practices for print design, web design, and video production, including knowledge of layouts, graphic fundamentals, typography & limitations of the web
- Understanding of the process of storytelling through video and the arts
- Knowledge of experience-based design, brand development, and development of effective advertising campaigns
- Basic understanding of standard video and audio hardware technology
- Ability to lead multiple projects from concept to completion
- Experience with software such as Photoshop, Illustrator, and InDesign
- Ability to make evaluative judgments and communicate effectively, both orally and in writing
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments

Desired

- Knowledge of coding languages such as HTML, CSS, and Javascript
- Knowledge of Expression Engine content management system
- Understanding of video editing software
- Basic understanding of production lighting

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position and should not be considered a contract of employment. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary.