

**Creative Assistant rev20200506**

1. **Purpose of the Job:**

The Creative Assistant will lead the creative design process of graphic and video elements for Vineyard Church. This individual will work to create excellent and relevant media products. This includes designing motion graphics for services, web graphics and produce video content for weekend services, conferences & special events. The Creative Assistant creates excellent and relevant media products in order to achieve the organization’s ministry objectives.

1. **Experience and Knowledge Required:**
   * Extensive knowledge and experience in Adobe Creative Suite (Photoshop and After Effects), Apple Final Cut Pro, ProPresenter and ProVideoPlayer software
   * Extensive knowledge of graphic fundamentals, print and web capabilities and a strong understanding of marketing and advertising principles
   * Working knowledge of video fundamentals, including motion graphics, and presentation
   * Ability to find concise ways to tell a story and/or give out information
   * Able to manage multiple projects simultaneously while meeting deadlines
   * Must possess strong life-giving relational & management skills
   * Vast understanding of the vision, structure and systems related to Worship at Vineyard Church
   * Exceptional organization, communication, verbal and interpersonal skills
   * Ability to work with minimal supervision and handle multiple projects effectively
   * Proficiency in Excel, Word, PowerPoint, and Gmail
   * Ability to learn and use Church Community Builder (CCB) software, Wufoo (survey platform), Church, Planning Center Online (PCO) software, and Basecamp (Project Management System)
   * Ability to handle confidential information
   * Task-oriented personality with strong attention to detail
   * Willingness to work after hours or on weekends when needed
   * Exceptional work ethic and commitment to excellence
2. **Essential Functions and Responsibilities:**
   * Plans concepts by studying project information, materials and inspiration
   * Motion Graphic design for Vineyards services, promotions, and events
   * Plans service video jumpback content by studying planned songs and matching content to feel and tempo of music
   * Customize jumpbacks to better enhance worship songs in service environment
   * Produce motion graphics for announcement and support videos
   * Create custom video content that enhances worship moments
   * Create video openers for weekend services
3. **Other Duties and Responsibilities:**
   * Build and maintain relationships with other ministry partners of Vineyard
   * Manage projects, organize tasks, and prioritize workload
   * Research and maintain creative ideas and current techniques
   * Keep up and organize cameras and other equipment
   * Communicate with Creative Pastor and other team members
   * Ability to meet tight deadlines
   * All other duties as assigned
4. **Employee’s possess and exhibit the following core values in their daily lives:**
   * Love for God
   * Love for People
   * Work Ethic that is excellent, protective and frugal with time and money
   * Attitude of a servant, enjoyable to be with and devoted to the call of God and the Church
   * Positive attitude
   * Heart of a servant
   * Fun/enjoyable
   * Loyal
   * Share Vineyards vision to fulfill the Great Commission with integrity and passion
   * High capacity multi-task individual comfortable working independently without constant supervision
   * Strong written / oral communication and interpersonal skills
   * Highly self-motivated and directed
   * Ability to effectively prioritize and execute tasks in a high-pressure environment

Manager’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Direct Report’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_