



**POSITION TITLE:** Full-time Graphic Designer/Videographer

**REPORTS TO:** Communications Director

**SCHEDULE:** 40 hrs./week, Monday-Friday in Office

## Overview

The Graphic Designer/Videographer uses creative and artistic abilities to communicate important ideas, messaging, events, and branding needs visually through color, composition, images, graphics, typography, etc., as assigned and managed by the Communications Director. The Graphic Designer will interact with a variety of ministries, pastors, professors, and other team members as they support the ministries of our church and ministry partners.

## KEY RESPONSIBILITIES

- Graphic Designer: Create and design various materials for print and digital media
- Videography: Create and produce various video projects, including ministry moments, event promotions and testimonials
- Create custom backgrounds, lower thirds
- Animate weekly event slides and more for internal and external needs
- Support content needs (video shoots, photo shoots, and capturing b-roll)
- Ensure projects are completed with high quality and on schedule
- Prioritize and manage multiple projects within design specifications and budget restrictions
- Work with a wide range of media, film equipment and graphic design software
- Collaborate with the rest of the Communications Team to meet deadlines
- Assist the team to meet deadlines as well as participate in all-staff events and service projects
- Stay up-to-date with industry trends and best practices to continuously improve design output

## QUALIFICATIONS

- Bachelor's degree in graphic arts, design, film, communications, or related field
- 1-3 years of experience in graphic design and videography
- Intermediate to advanced knowledge of layout design principles, color theory, typography, pre-press printing specs, large-format printing specs, and digital design specs

- Intermediate to advanced knowledge of Adobe Creative Suite, with emphasis in Photoshop, Illustrator, InDesign, After Effects and Premier
- Working knowledge of lighting, audio recording and camera operation
- Basic knowledge of Microsoft Office—Word, Excel and PowerPoint
- Compelling portfolio of work across a wide range of creative projects, including video and motion graphics, logo design, mailers, ads, flyers, social media posts, signage, and handouts
- Strong organization and project management skills with attention to detail
- Excellent communication and collaboration skills
- Comfortable working on macOS

#### **ADDITIONAL EXPERIENCE AND SKILLS**

- Experience in church or nonprofit media production
- Digital/social media and web design experience
- Familiarity with livestreaming platforms