

Creative & Technical Director

Position Description & Agreement

Title: Creative & Technical Director	Type: Leader/Teacher
Term: 12 months	Supervisor: Clint Nelson (Lead Pastor)
Annual Review: June	Remuneration: Salary/benefits to be negotiated
Hours: 20-40 hours per week (based on skillset)	Probation: 3 months

Position Requirements

- Meet or exceed the expectations of a Parkside "Leader/Teacher".
- Strong communication skills (written and oral).
- Strong organization, multi-tasking and time management skills.
- Strong team building skills.
- Experienced in graphic design, video production, social media/web publishing, computer networking, sound/media production.
- Flexible personal schedule to adapt with the ebb and flow of church ministry.

Position Goals

- To support the pastoral office and mission of Parkside Church.
- To supply creative resources and services for the ministry of Parkside Church.
 - Complete graphic design projects for social media, web, print, signage, etc.
 - Produce video content (collaborate, film, edit, publish).
 - Produce audio and written content for podcasts, website, etc.
 - Oversee Parkside's social media presence and email publications.
- To supply technical and administrative services for the ministry of Parkside Church.
 - Maintain and develop Parkside's IT infrastructure, software licensing, computer updates, troubleshooting for staff and guests.
- To recruit, develop and empower teams of volunteers to serve in creative and technical roles.
- To establish and oversee digital filing, church archives, and digital assets.
- Support work done in the facility (i.e. renovations, meeting contractors, etc.).
- Pursue a standard of excellence with an attitude of joy.
- *If desire full-time hours: oversee facility rentals, database management, city relations, assist Internship program, or other.*

Agreement

I understand the requirements and expectations of this position and will do my utmost to live by them.

Signature

Date

Name

A typical week...

- Attend staff meeting to share and receive updates (2 hours):
 - Solicit photos/videos of events to use for social media, add to archives, etc.
 - Update schedule with requests for graphic/video/technical services from other staff/ministry leaders.
- Prepare, produce and publish online video service (8 hours):
 - Connect with pastoral lead for the service.
 - Connect with volunteers serving.
 - Prepare and set-up equipment.
 - Film: record video, mix graphic overlay, audio to produce video/stream.
 - Edit and publish video content.
 - Monitor social media interaction and analytics.
 - Report (as needed) to supervisor.
- Develop volunteer teams (2-4 hours):
 - Meet with a prospective volunteer.
 - Train a volunteer.
 - Write a card of encouragement to a volunteer.
- Planning (1-3 hours):
 - Do some leg work in producing the next semester's volunteer schedule.
 - Research and make proposals for ways to improve what we do.
 - Schedule regular social media posts, email campaigns, etc.
- Special Projects (0-8 hours):
 - Give some time to the completion or progress of a special project (i.e. video testimony, graphic package for an upcoming kid's event, installing equipment, etc.)
- Admin (1-3 hours)
 - Checking and responding to emails, calls, etc.
 - Filing, organizing office, archives, digital assets.
 - Errands, expense reimbursements
 - Work on something in the building, meet a service technician, etc.
- IT (1-2 hours)
 - Maintaining software licenses
 - Troubleshooting glitches
 - Fixing a computer or installing a printer on a staff computer.
- Social Media (2 hours)
 - Monitoring posts, comments, church account messages, etc.