**A picture containing graphical user interface

Description automatically generatedCreative Content Creator + Photographer MA** | Creative

*Part Time – Hourly, Non-Exempt*

**Job Overview**

*The Creative Content Assistant works to support in Videography, Photography and Graphic Design. This position focuses on capturing and editing uplifting photos and video of Oaks Church events, services, ministries and congregants. This Content Assistant will train and develop Creative team volunteers. Reports to Creative Director.*

**Responsibilities + Duties:**

* *Be innovative, self-starting and value team-based ministry, bringing a positive upbeat spirit to the team.*
* *Film and edit videos needed from Creative Requests, services and events.*
* *Capture and edit photos needed from Creative Requests, services and events.*
* *Lead Photography for Sunday service, Wednesday Prayer meetings and including, but not limited to, special events, pastoral headshots, ministry and styled shoots.*
* *Schedule teams of volunteers for Sunday, Youth and Kids services, Wednesday Prayer meetings, special events*
* *Recruit volunteers and give assignments in F1 and PCO*
* *Assist in one-off graphic designs, and formatting graphics for all platforms*
* *Bring creative ideas and creative direction when needed*
* *Initiate rentals of equipment for special projects and return shipments*
* *Clean and organize equipment, hard drives, archiving*

**Supervisory Responsibilities**

* *Recruits, onboards, and trains new volunteers.*

**Qualifications**

* *Experience in camera operation with Canon and Sony cameras and accessories*
* *Comprehensive knowledge of Adobe Creative Suite, specifically Lightroom, Premiere and Photoshop is required*
* *Experience in leading teams and developing people*
* *Must be able to multitask*
* *Must be able to work with and on a team*
* *Ability to function well in a high-paced, on occasion, stressful environment.*
* *Proficient with Microsoft Office Suite or related software and Asana Project Management Software*

**General Expectations**

* Commitment to continual growth in personal spiritual life and relationship with Christ
* Attend Tuesday Staff Prayer Meetings, All Staff Meetings, “All Hands On Deck” Events
* Support the vision, values and ministry of Oaks Church through tithing, serving, etc.
* Proactive thinking and willing to learn and train others
* Model a Godly life for volunteers
* Be teachable with a humble and submissive attitude
* Maintain all information confidential (about staff, projects, property, members, etc.)

By signing below, I confirm that I understand the above job description and that I may be asked to perform tasks that are not specifically listed above. I also confirm that I have received a copy of my job description and had the opportunity to ask questions about my job description. I further confirm that I am able to perform all of the duties in my job description and understand that I will be held accountable for these tasks during the review/evaluation process.

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Employee Signature Date