



# Worship Arts Coordinator

## JOB DESCRIPTION

### OBJECTIVES

The role of the Worship Arts Pastoral Coordinator is to come alongside the Pastor of Worship Arts and the elders of the church in enabling the gospel to be magnified through music, visual arts, productions, and design. This includes supporting other ministry leaders and volunteers in recruiting, training, planning, and executing on gatherings and projects for the church. This role involves a dynamic mix of technical, creative, leadership, and administrative skills.

### JOB DESCRIPTION/ DUTIES AND RESPONSIBILITIES:

#### Music and Productions

- Provide support for the planning and execution in all Sunday gatherings, events, and ministry needs
- Help shepherd, disciple, and encourage all volunteers to serve in worshipful excellence
- Provide coaching and leadership for key ministry leaders to fulfill their roles and responsibilities
- Create and maintain standard operating procedures and training materials for all positions
- Troubleshoot failing equipment, and manage gear and supply needs
- Provide regular written updates, recaps, vision, and encouragement to teams
- Communicate regularly with volunteer teams regarding new projects, special events, and leadership needs

#### Visual Arts and Design

- Provide creative vision and hands-on execution for stage designs, space aesthetics, and seasonal art installs
- Lead and support the design team on upcoming projects and aesthetic direction for graphic designs
- Act as a project manager for design and visual art projects, making sure graphics for the web, events, and gatherings are delivered timely and in alignment with brand guidelines
- Help create proposals, budgets, timelines, and detailed execution plans for special worship seasons (e.g. Advent, Good Friday, Easter)

#### Media and Content Management

- Assist teams in meeting all weekly media deliverables consistently, including audio and video editing for band audio mixes, website content, and special projects
- Help plan, storyboard, shoot, and edit church-wide video content, stories, and promotional materials
- Backup and organize all audio/video digital content according to current storage resources

## **QUALIFICATIONS**

- Be aligned with DCC's Statement of Faith and commit to exhibit a lifestyle that is consistent with the same
- Fulfill the responsibilities of DCC members as outlined in the membership covenant.
- Fulfill the character qualifications of a deacon/deaconess as taught in the Scriptures (1 Tim 3:8-13)
- Be a humble servant leader who has a desire to work hard and be flexible in a team atmosphere
- Be detail oriented, with a focus on bringing organizational vision and leadership to DCC's ministries.

## **KNOWLEDGE AND SKILLS:**

- 3-5 years of administrative, production, or arts experience preferred
- Ability to adapt to a fast-paced, continually evolving work environment as the church grows (and spaces change)
- Proficient in Google apps, documents, spreadsheets, and presentation software (Mac based). Familiarity with Adobe Creative Suite, ProTools, and AV software is a plus.
- Aesthetic eye for details
- Self-starter and team player. Ability to manage teams and volunteers

## **DETAILS:**

**Full Time:** Approximately 45 hours/week\*

\*must be available for misc. special events, church meetings, etc. as needed not to exceed five hours beyond normal office hours.

**Schedule:** Typically Sunday through Thursday (notwithstanding special events/trainings)

**Vacation:** 10 days floating vacation with one-week additional vacation between Christmas and New Years + 5 personal days

**Salary:** TBD. Depends on skill and experience.

**Other Benefits:** Full Medical/Dental/Disability/Retirement