
GRAPHIC DESIGNER/PRODUCTION ASSISTANT

TITLE: Graphic Designer/Production Assistant
REPORT TO: Creative Arts Pastor/Executive Pastor
CATEGORY: Full Time
CURRENTLY HELD BY:
LAST UPDATED: 1.25.24

PURPOSE

GRAPHIC DESIGN: Create effective internal and external communications and marketing designs for ALIVE Wesleyan Church.

PRODUCTION ASSISTANT: Serve in the Worship Department to assist in creating excellent environments that please God, attract people and inspire faithfulness.

SPECIFIC RESPONSIBILITIES:

GRAPHIC DESIGN

1. Lead effort to design art and promotional materials with a high standard of creativity, excellence, and effectiveness.
2. Research, design, layout, edit, and produce print materials as needed for services, ministry departments, classes, and events.
3. Work with staff to create, prioritize, and communicate promotional items related to the ministries of ALIVE.
4. Assist in creating and executing strategies to market, inform, and promote teaching series, big events, and other campaigns assigned in the church and community.
5. Attend creative team meetings as requested and work with worship team to create consistency in branding and worship series.
6. Assure that signage, tv screens, print material, etc. are up to date and meet quality standards.
7. Create manual and standards related to the branding of ALIVE.
8. Work with other staff to ensure that communication needs are being met and standards upheld in all published/printed/distributed communication pieces.
9. Work to create a unified look to all print materials and communications across all ministry departments.

PRODUCTION ASSISTANT

1. Assist Production Director and Creative Arts Pastor with creating visually engaging stage environments for sermon series
2. Assist in running light and sound for special events

3. Prepare ProPresenter playlists and screen graphics for worship services
4. Help with production of promotional videos/projects
5. Serve as VD or any other tech position as requested/needed
6. Be fully capable to cover Production Director's responsibilities and execute his/her tasks
7. Other duties as assigned

Preferred Qualifications

- Experience working in a Graphic Design position
- Knowledge of Adobe Creative Cloud (Photoshop, Illustrator and InDesign) on Mac platform
- Excellent communication, organizational and project management skills.
- Ability to produce materials and make changes in a timely manner and juggle several on-going projects at once
- Impeccable attention to detail
- Self-starter and ability to work independently