



## COMMUNICATION DESIGNER & PRODUCER

### I. Title of Position

Communication Designer & Producer

### II. Purpose of Position

- Create, manage and implement all communication needs at The Well
- Maintain the brand of The Well across all digital and print media platforms
- Manage and improve the livestream service technology and volunteers
- Support the Creative Pastor in communication, tech and music initiatives

### III. Reports To:

- Liturgy & Arts Pastor
- Executive team

### IV. Relates closely with:

Lead Pastor of Visions & Teaching, Lead Pastor of Ministry, Worship Leaders, Band Members, FOH Sound, Production Leads, ProPresenter Techs, Trailer Team

### V. Leadership Responsibilities

- Manage some of The Well creative team on various design projects
- Oversee recruit and lead The Well livestream video team
- Oversee, recruit and lead Sound Engineers/Contractors
- Oversee, recruit and lead Lead Production Coordinators
- Oversee the maintenance of sound equipment for gatherings and studio
- Participate and contribute to staff meetings.

### VI. Social Media Leadership Responsibilities

- Craft and design regular social content and manage paid social ad content

### VII. Web Design Leadership Responsibilities

- Maintain the design of The Well's website
- Maintain the design of The Well's By Any means Website
- Maintain the design of The Well Collaborative Site
- Maintain the design of Wufoo digital intake forms for ministries

### VIII. Graphic Design Leadership Responsibilities

- Create graphics as needed for print, web and other collateral needs

#### IX. Video Production Leadership Responsibilities

- Work with Creative Team to produce, edit and create videos as needed for services and online

#### X. Technical Leadership Responsibilities

- Implement all AVL needs including:
  - Lighting maintenance and use
  - Organizing and training FOH/Livestream Sound Engineers
  - Training Lead Production Coordinators

#### XI. Primary Strengths Required

- Accomplished and experienced communication designer & strategist  
Team Player
- Faithfully stewards opportunities with church's resources
- Entrepreneurial and patient
- Determined and organized
- Quick to learn from mistakes
- Open to constructive criticism
- Fluent in Adobe Photoshop, Illustrator and InDesign
- Fluent in Adobe Premiere or equivalent software
- Capable web CMS designer
- Strong ProPresenter 7 skills
- Working knowledge of digital camera and lighting systems
- Savvy Planning Center User and Manager

#### XII. Time and Pay - Part Time & Paid at \$20,000