



TITLE OF POSITION: **GRAPHIC DESIGN/VISUAL MEDIA ARTIST**
(JULY 2021)

REPORTS TO: Communications Director
POSITION TYPE: Non-exempt Full-time, 40 hours/week

PURPOSE OF THE POSITION: To serve the church, its ministries and the ministries it supports by providing graphic design services as needed, both production and advising through various media outlets both inside and outside of the church. To support the mission of the church by visually representing our purpose and our passion faithfully and accurately both at Spotswood and in the community.

Primary Duties and Responsibilities: **Graphic Arts**

- Maintain recurring production pieces (bulletin, Sunday slides, etc)
- Work with the Communications Director to complete visual media projects to the appropriate level and in a timely manner.
- Support the Pastoral Staff and all ministries by creating visual elements and offering support and expertise in the area of all print and digital media as needed.
- Proactively seek out ways to improve visual elements throughout campus as well as all items distributed to the community.
- Work with ministries to create event, series & program branding (visual themes)
- Work with the Communications Director to protect the visual presence of Spotswood on campus and in the community.

Print Shop

- Maintain production printer, order supplies, and keep paper in stock.
- Handle the high volume and the high profile print jobs of the church.

Personal Responsibilities

- See your role as a member of the Graphic Design and Communication Ministries, existing to support the staff, ministries and, to some extent, partnering ministries of Spotswood. This is a ministry, not a job.
- Be always prayerful of ways to go above and beyond in supporting the vision and mission of Spotswood
- Play a role in the discipleship of our creative interns and in the younger creatives of Spotswood
- Continue finding ways to grow and expand your skill set
- Always see success in light of the gospel, not society