

## Name

<b>Job Title:</b> Creative Director	<b>ID:</b>
<b>Team:</b> Operations	<b>Employer:</b> BGCO
<b>Office:</b> Creative Projects Group	<b>Salary Grade:</b>
<b>Reports to:</b> Operations Team Leader	<b>FLSA Classification:</b> Exempt
<b>Date:</b> August 2018	<b>Location:</b> Baptist Building

## Position Summary

Responsible for leading creative group, developing creative guidelines and directing creative work, including print, social media, websites, email campaigns, audio and video production, and many related tasks. Requires a high-level of creativity, knowledge of emerging communication trends and the ability to utilize multiple communication methods. Must be able to multi-task and work with both technical personnel and clients to ensure successful project completion.

## Personal Responsibilities

1. Maintain a vital daily walk with God.
2. Be active in the life of your local Southern Baptist Church.
3. Be a growing person in your personal and professional life.
4. Maintain a positive servant attitude and keep the working atmosphere positive and productive.

## Essential Duties and Responsibilities

1. Ensure consistency in design quality across all the online and offline communication channels,
2. Lead all creative design and production,
3. Manage and plan the project calendar,
4. Collaborate with clients to cost-effectively produce high-quality communication products,
5. Collaborate and support development and implementation of Cooperative Program (CP) promotion through creative projects and individual CP campaigns,
6. Manage creative group budget, billing, and receivables for projects,
7. Lead and manage web, social media, graphic development, audio/video production, and print production personnel.

## Core Competencies

1. This job requires organization, good communication skills and an understanding of business operations.
2. Proficient in the latest software tools related to graphic development and production.
3. Ability to integrate the work of multiple professionals to produce a singular product.

4. Ability to supervise full and part-time employees, delegating work as needed and keeping part-time staff within required employment guidelines. Strong communication, organizational and interpersonal skills.
5. Ability to prioritize work flow and meet deadlines.
6. Must possess exceptional attention to detail.
7. Strong problem solving skills.

### Skills and Abilities

- Bachelor degree in communication-related field,
- Five years' experience developing and managing creative development projects,
- Demonstrated ability to effectively manage personnel,
- Demonstrated ability to administer budget and cost.

### Education Requirements

Degree/Diploma Obtained	Program of Study
Bachelors	Communication-related

### Experience Requirements

Years of Experience	Type of Experience
5+	Applicable

### Employee Statement of Understanding

I have read and understand the job description for my position. I am able to perform all the essential functions of this position.

I agree to comply with the corporate compliance policy and all laws, rules, regulations and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law or the standards to my immediate supervisor.

As an employee, I will strive to uphold the mission and vision of the organization. All employees are required to adhere to the values in all their interactions with customers and fellow employees.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_