



Director of Creative Media Job Description

Title: Director of Creative Media

Position: Full Time (40 hours per week), salaried, at will

Accountability: Director of Administration and Council

Position Description:

The Director of Media and Design leads the visual communication, livestream production, and digital media strategy of Caledonia CRC, helping people engage with the gospel through excellent worship environments, creative storytelling, and clear communication.

Qualities needed for this position:

- Models a God honoring lifestyle
- Administratively inclined
- Eager to present the gospel in creative ways
- Relates well to people
- Has an eager and teachable spirit
- Works well with others in a team setting
- Invests and participates in the Caledonia CRC community

Skills Desired:

- Graphic Design (Canva, Photoshop)
- Social Media Management (Meta)
- Photography
- Videography (video/livestream production)
- Experience in theater lighting/stage design
- Planning Center use/management

Description of duties:

- Design and manage website and Church Center App
- Maintain an engaging presence on church social media
- Graphic Design for worship service, newsletter, social media, website and print
- Establish and carry out a vision for communication
- Produce and manage weekly livestream of Sunday Worship Services
- Manage sanctuary lighting systems and aesthetic design
- Recruit, train and manage volunteer teams
- Assist with A/V at Sunday worship services and special services
- Work with Ministry Heads to create content and video projects as needed
- Provide photography services as needed
- Be a member of the Worship Planning Committee