

**Job Title:** Graphic Designer/Videographer, North Phoenix Baptist Church

**Department:** Communications

**Reports to:** Creative Director

**FLSA:** Exempt

### **Job Summary**

The Graphic Designer/Videographer will be responsible for working with the creative and communications team to create relevant and creative internal and external communications at NPHX. This person will be a creative associate.

### **Work Performed:**

- Ensure brand consistency in digital design work used for digital and print marketing and social media messaging.
- Provides design and layout functions for church publications including Sunday bulletin and all other publications as assigned.
- Assist in photography and other content gathering for advertising needs.
- Assist on Sunday morning photography and b-roll footage.
- Work with team in conceptualizing and coordinating church communications strategies.
- Assist with graphic support as needed for all ministries.
- Working with a Creative Director or collaborative team to create films or video products.
- Calibrating and maintaining equipment.
- Preparing background film or "B" rolls as well as live feed.
- Interviewing people and creating a film clip via editing raw footage.
- Inserting closed captioning, graphics, or other on-screen text into a video.
- Adding computer graphics and special effects to a video.
- Assist with website graphic updates.

### **Qualifications:**

1. Strong knowledge and experience in graphic design with such applications as Adobe Photoshop and Illustrator.
2. Strong knowledge and experience in Video filming/editing with such applications as Adobe Premiere or Final Cut Pro X.
3. Strong understanding of typography, color theory and visual design skills.
4. Experience and understanding of performing marketing content creation for print advertising, website management (WordPress/Divi), social media, and email marketing.
5. Ability to work and prioritize one's work in a fast-paced deadline-driven environment, handling multiple projects in an organized but flexible manner.
6. Strong verbal and written communication, attention to detail, self-motivation, creative and team problem solving-skills.
7. Must be willing to provide a portfolio of work to showcase creative potential.