

TIMES SQUARE CHURCH

Creative Project Manager | Job Description

Department: Creative

Direct Oversight: Creative Director

Key Relationships: Creative Director, Art Director, Production Director, Graphic Designer, Photographer, Video Director, All ministries

Qualifications

- Experience managing multiple project timelines and details while successfully keeping multiple team members on schedule and meeting deadlines
- Ability to work as a team player and discuss needs, challenges, and ideas.
- Ability to think ahead, anticipate needs, and offer creative solutions.
- Knowledge of industry-specific practices and tools.
- Excellent written and verbal communication, including presentation skills
- Ability to persuade and negotiate with others, including conflict resolution skills
- Highly self-motivated with the ability to drive projects to completion

Primary Responsibilities

(Includes, but not limited to the following)

- Attend weekly creative meetings as well as all other church-wide staff meetings.
- Manage all incoming media requests including web updates, new web pages, weekly email newsletter, video projects, graphic requests, photography requests, 260 Journey, Pastor Carter daily devotionals, Tuesday prayer meeting, social media requests, special projects, etc.
- Manage multiple team (design, social media, writing, website, conference/special event) projects across all phases, including initiation, planning, and execution. Including meeting with each ministry and requestor to get necessary information and hear vision for the project and communicate that to Creative Director and creative team.
- Coordinate with third-party vendors as well as internal staff on creative projects that require outsourcing.
- Make decisions on behalf of the Creative Director on the feasibility and timeline of projects.
- Manage all creative projects to make sure they stay within allocated budget.
- Create and maintain systematic and organizational processes for the Creative Team, including but not limited to timelines, goals, revision history, content delivery using designated programs including Slack, Asana, Dropbox, Planning Center, Church Community Builder, and any additional programs used.

- Ensure that timelines are met on time or ahead of schedule which means dealing with Creative Team directly to give them their timelines and holding them accountable to meet them.
- Develop interdepartmental relationships through collaboration, communication, and focusing on a common goal
- Make recommendations to Creative Director about schedules, prioritization of projects, and resource allocation with input from team members and be able to communicate that to ministry leaders and staff members.
- Create and maintain a knowledge base of documentation detailing the scope, functionality, and history of the developed content
- Research, develop, and implement strategies for healthy and effective team communications and project management
- COMMUNICATE, COMMUNICATE, COMMUNICATE updates on all projects at all times to all parties involved.
- Schedule meetings with ministries to hear vision of their projects and communicate to them on behalf of the Creative Director how the team can execute their vision effectively knowing what resources are available.

Culture Standards

- Has a positive, fun, and enjoyable attitude.
- Enjoys working hard and optimistic about challenges.
- Teachable and open to asking for feedback regularly.
- Focused on the development and discipleship of others.
- Creates a feeling of belonging on the team and fosters open dialogue.
- Responds to emails, texts, and other lines of communication promptly.
- Effectively communicates process, progress, and results.
- Can facilitate effective brainstorming.
- Has a sense of managing the creative process.
- Develops new and unique ideas.
- Has good judgment about which creative ideas will work in the church setting.
- Sets objectives and goals.
- Concentrates his/her efforts on the more important priorities and manages time well.
- Anticipates and adjusts for problems and roadblocks.
- Not fearful of acting with minimal planning.