

TIMES SQUARE CHURCH

Graphic Designer | Job Description

Department: Creative

Direct Oversight: Creative Director

Supervisory Responsibilities: Graphic volunteers

Key Relationships: Creative Director, Art Director, Photographer, Social Media Coordinator

Qualifications

- 3+ years of relevant experience in Graphic Design
- Proficient in Photoshop, Illustrator, and InDesign
- Highly adaptable and able to work under pressure
- Strong eye for typography and layout
- Ability to build designs from conception to final product
- Collaborates and works well in a team environment with strong interpersonal skills

Primary Responsibilities

(Includes, but not limited to the following)

- Attend weekly creative meetings as well as all other church wide staff meetings.
- Recruit, train, develop and manage Creative graphic volunteers.
- Research, identify, and implement trends in graphics and digital content, especially those relating to the church.
- Provide print and digital design solutions for main church brand and family of ministries.
- Produce projects/campaigns that effectively communicate the vision/direction of the Senior Pastor and Creative Director.
- Conceptualize and create visual design content from start to finish for weekend services and conferences.
- Establish timeline and milestones for all graphics, allowing adequate margin for reviews, edits, and feedback prior to delivery.
- Monitor progress, adapting timeline and resourcing team to ensure delivery of project is on time.
- Keep key stakeholders (Creative Director, Creative Administrator, ministry leader, etc.) informed throughout the process.
- Be available during non-business hours as needed for last minute requests from Creative Director and Senior Pastor.
- Work with other ministries and departments to think ahead, see needs, and develop creative solutions.
- Assist Creative Director to ensure all creative content across all channels are in compliance with the look and feel of the Times Square Church visual and brand standards.

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.