

Position Title: Arts Assistant
Direct Report: Julie Lewandowski
Average Hours Per Week: 40

Department: Arts
Campus/Team: Central Support
Hourly

Position Summary:

Providing administrative support to ensure efficient workflow in the Visual Media Department.

Position Responsibilities:

- Responsible for receiving tasks from the Project Manager
- Responsible for managing timelines with the artists
- Responsible for archiving projects into Dropbox or wherever needed
- Responsible for sending approved projects to the Project Manager
- Responsible for Photo Shoot Schedules
- Responsible for Video Shoot Schedules

Position Requirements:

- Being a tithing Missional Member in good standing at CedarCreek Church
- Attendance at a weekend service and in a Group or on the DreamTeam
- Modeling and championing the Mission, Vision, and Core Values of CedarCreek Church
- Honoring the CedarCreek Church Staff 10 Points of Accountability
- Any additional requirements set by the Direct Report, Executive Director, and/or Elders

Measurements:

The Position will be evaluated by the following quantifiable measurements:

- List of quantifiable measurements

Accountabilities:

The position will also be held accountable for the following:

- Ensuring that Staff, Church, Campus, and Ministry values are upheld personally and among the DreamTeam
- Maintaining good fiscal responsibility, stewarding resources with excellence
- Maintaining unity within all Departments, Campuses, and Ministry Areas
- Maintaining a positive mental attitude regarding the Church and its Leadership and Ministry Services in the presence of Guests, DreamTeam Members, and Staff at all times
- Additional Accountabilities