

POSITION TITLE: Assistant Project Manager of the Arts

CAMPUS OR TEAM: Central

REPORTS TO: Project Manager of the Arts

HOURLY

HRS PER WEEK: 40

POSITION SUMMARY

The Assistant Project Manager of the Arts is responsible for helping to resource, manage workflow, and data entry/task management within the Arts Team and between the Arts and other departments in order to support the mission of CedarCreek Church.

POSITION RESPONSIBILITIES:

Procurement and Resourcing (25-30 hours):

- Ensure the Arts are properly resourced by owning and executing the procurement process, coordinating with Logistics, and communicating with Campuses.
- Ensure requested products are researched, approved and delivered within the established timeline.
- Recruit and equip Central Support DreamTeam to help with Procurement and Craftsmanship projects.
- Manage, communicate and look for ways to improve the budget with the Arts Team leaders.

Task Management/Data Entry (10-15 hours):

- Routinely check tasks/projects status to assist the Project Manager in maintaining established timelines.
- Ensure PCO plans are accurate and exported across all department plans in a timely fashion.
- Archive Visual Media products in the necessary places.
- Assist with hospitality for Department events/meetings.
- Communicate with the Project Manager of the Arts any gaps noticed and/or problems to be solved.
- Look for opportunities to improve systems and process with the Project Manager of the Arts.
- Recruit and equip Central Support DreamTeam to help with administration.

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

MEASUREMENTS:

The position will be evaluated by the following quantifiable measurements:

- Dashboard Metrics

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

DISCLAIMER

Nothing in this job description restricts the right of the Position's Direct Report to assign or reassign duties and responsibilities to this job at any time. This is an at-will position and can be terminated at any time.

ADA List for Physical Activities and Requirements, Visual Acuity, and Working Conditions of the Position:

- **Reaching.** Extending hand(s) and arm(s) in any direction.
- **Standing.** Particularly for sustained periods of time.

- **Walking.** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- **Lifting.** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- **Fingering.** Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.

- **Talking.** Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- **Hearing.** Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
- **Repetitive motion.** Substantial movements (motions) of the wrists, hands, and/or fingers.

Physical requirements of this position.

- **Light work.** Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.

The visual acuity requirements including color, depth perception, and field vision.

- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.

The conditions the worker will be subject to in this position.

- None. The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work.)

