**Position Title: Director of the Arts Department: Arts**

**Reports to: Campus Pastor Campus/Team: Campus**

**Average Hours Per Week: 40-45 Salary/Hourly: Salary**

**Position Summary:** Provide leadership to the Campus Arts DreamTeam and execute the weekend services with excellence.

**Position Responsibilities:**

* Recruiting/Developing/Scheduling – Campus Production & Music DreamTeams for weekend services and special events.
* Carry vision for weekend programming and execute locally with excellence.
* Communicate vision and creative direction of the weekend programming to Campus Team.
* Building community and cultivating spiritual growth within Campus Production & Music DreamTeams
* Attending weekly department & Campus staff meetings
* Lead weekly rehearsals and weekend run-throughs.
* Contribute to the Central Support creative process as needed (programming, chord charts, clicks/loops, etc.)
* Work with Central Support to ensure all technical needs for the weekend services are met.
* Communicate Campus-specific needs, feedback, and issues to Central Support.
* Execute stage design changes under the direction of Central Support.

**Position Requirements:**

* Being a tithing, Missional Member in good standing at CedarCreek Church
* Championing the 5 Agreements of CedarCreek Church Understanding and commitment to the Spiritual Journey
* Attendance at a weekend service and in a Group.
* Modeling and championing the Mission, Vision, and Core Values of CedarCreek Church.
* Honoring the CedarCreek Church Staff 10 Points of Accountability.
* Can execute a weekend Music or Production role at a high level.
* Can lead and develop Music and Production DreamTeam members.
* Are familiar with Music and Production software and systems (Abelton, Planning Center, etc.)

**Measurements:**

The Positionwill be evaluated by the following quantifiable measurements:

* Music and Production teams are fully staffed and trained every weekend
* Hitting deadlines on all projects (clicks/loops, stage set, scheduling, submitting creative ideas)
* Number of new musicians and production team members added through GrowthTrack.

**Accountabilities:**

The positionwill 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

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

* **Climbing**. Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. **This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.**
* **Balancing.** Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. **This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium**.
* **Stooping.** Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
* **Kneeling.** Bending legs at knee to come to a rest on knee or knees.
* **Crouching.** Bending the body downward and forward by bending leg and spine.
* **Crawling.** Moving about on hands and knees or hands and feet.
* **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.
* **Pushing.** Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
* **Pulling.** Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
* **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.
* **Grasping.** Applying pressure to an object with the fingers and palm.
* **Feeling.** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
* **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.**

* **Medium work.** Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

**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.**

* The worker is subject to environmental conditions. Protection from weather conditions but not necessarily from temperature changes.
* The worker is subject to both environmental conditions. Activities occur inside and outside
* The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above ambient noise level.
* The worker is subject to vibration. Exposure to oscillating movements of the extremities or whole body.
* The worker is subject to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.
* The worker is subject to atmospheric conditions. One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dust, mists, gases, or poor ventilation.

**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.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_**

**Position’s Signature Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_**

**Direct Report Position’s Signature** **Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_**

**Executive Director’s Signature Date**

cc.

Direct Report

Executive Director

HR/Employee File