|  | **POSITION TITLE:** Director of Arts  **CAMPUS OR TEAM:** Central Support  **REPORTS TO:**  Executive Director overseeing Next Steps, Content Development and Service Programming. **HOURLY****HRS PER WEEK:** 24Position summaryThe Director of Arts is responsible for helping provide coordination, support and equipping for various Arts functions including but not limited to Weekend Service Programming, Music, Production and their related DreamTeams. In addition, the Director of Arts oversees and coordinates music functions related to weekend service programming and other events. They coordinate and/or assist in coordinating Groups and DreamTeam events and initiatives as well as equipping, supporting, and empowering Campus Arts Directors in the execution of various weekend and event programming initiatives.POSITION RESPONSIBILITIES:  * Lead the Central music team * Participate as member of Service Programming Team as needed – represent a Campus Arts Director perspective and also assist execution of programming pieces as assigned * Campus Arts Team Leadership: * Assist in aligning vision and creating strategies (curriculum, communication tools, events, etc.) used to help equip the Arts DreamTeam take their next steps at CedarCreek. * Assist in the build of healthy, creative culture of the Campus Arts Teams and Arts DreamTeam * Facilitate development and equipping of Campus Arts Directors at weekly meeting * Central Support Events - Support and assist in resourcing and execution of Central Support Events like DreamTeam Launch, DreamTeam Celebration, Groups Hub Events * Cooperate with Campus Pastors to assist in interviewing candidates for open CedarCreek Arts positions and provide coaching to help current CedarCreek Arts Directors take their next steps professionally. * When applicable, cooperate with the Internship Director and Executive Director to interview and place interns in Arts, and then provide coaching to help those Interns take their next steps professionally. * Establish vision, values, strategies, and standards/guidelines to/for: * **Music** – Provide space for creative development of team around worship and music including equipping, training, & infrastructure for weekend serving teams. Equip huddles and resources for post Step 4 continuing training, particularly as it relates to music; plan and coordinate celebrations of team accomplishments. * **Production** – Provide input and insight on production impact on worship and music * **DreamTeams** – Provide equipping, training, infrastructure and equipping for weekend serving teams. Equip huddles and resources for post Step 4 continuing training, particularly as it relates to music; plan and coordinate celebrations of team accomplishments. * Resource all teams with necessary scheduling, communication & leadership tools to include Planning Center, or any other means.   **Other Duties and Responsibilities:**   * Assist in leading weekly Campus Arts team. * Weekend responsibilities – Leads 2x per month and Travels 2x per month * Participate in weekly or bi-weekly one-on-one meeting with Executive director * Assist in maintaining Central support Arts and music budget * Execute necessary systems to provide monthly defined measurables * Oversee all related tasks with music for CedarCreek * Follow administrative procedures and manage arts paperwork for reporting * Any additional responsibilities set by the Executive Director  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 * Ability to build relationships in order to assess, advise and direct a person’s appropriate next steps. * Ability to recruit, lead and equip leaders to lead successful teams and lead groups * Any additional requirements set by the Executive Director  MEASUREMENTS: The Position will be evaluated by the following quantifiable measurements as captured in the Next Steps ministry dashboard:   * DreamTeam – total number serving by campus, # of leaders, retention of team members * Other data as deemed applicable by the Executive Director including management of ministry budget  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:**   * **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.** * **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. * **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. * **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 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. |
| --- | --- |