**Position Title:** Central Support Director of Music  **Department: Arts**

**Direct Report:** Senior Director of Experiences **Campus/Team: Central Support**

**Average Hours Per Week: 40-50 Salary**

**Position Summary:**

Assisting weekend and music teams in providing resources that help weekend worship sets. Arranging and giving direction on details involving music and tech used during weekend services.

**Position Responsibilities:**

* Oversee the building, management, and updating files needed for services and events (Ableton files, Planning Center charts and files, etc.), delegating when appropriate.
* Equip, resource, and support Campus Music Teams to execute weekend services.
* Equip, resource, and support Campus Music Teams to recruit, develop, and build relationships with Campus Music DreamTeam Members.
* Encourage and provide feedback to Campus Music Teams during weekend services and events.
* Oversee the building of worship sets, ensuring that they meet musical and spiritual excellence standards.
* Provide resources and training to Campus Music Directors.
* Work in partnership with the Production and Visual Media Teams to achieve mutual goals and objectives.
* Represent Music Department in applicable meetings and contribute to the creative process.
* Lead Campus Arts DreamTeams when needed or when Campus Arts Directors are not available.
* Fill a Music or Production roll as needed for Campus or Central Events

**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
* Additional requirements (education, certifications, etc.)
* Fluent in organizational systems and applications (Ableton, Planning Center, Teamwork, etc.).
* Able to lead Music and Production DreamTeams.
* Being able to fill a Music Team (band) position with excellence.

**Measurements:**

The Positionwill be evaluated by the following quantifiable measurements:

* Ableton sets are built accurately and distributed (to Campus computers) on or before requested deadlines.
* Charts and reference packages are built accurately and distributed (to Planning Center) on or before requested deadlines.

**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.
* Stooping. Bending body downward and forward by bending spine at the waist.
* 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 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 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.
* The worker is frequently in close quarters, crawl spaces, shafts, man holes, small enclosed rooms, small sewage and line pipes, and other areas that could cause claustrophobia.
* The worker is required to function in narrow aisles or passageways.