**Position Title:** Project Manager of Arts **Department:** Arts

**Direct Report:** Executive Director of Arts **Campus/Team:** Central Support

**Average Hours Per Week: 40 Hourly**

**Position Summary:**

The Project Manager of Arts is responsible for providing training and support, and managing workflow and communication between Arts, Campuses, Ministries and Ministry Services in order to help meet and exceed the vision, values and standards of CedarCreek Church in Art Development.

**Position Responsibilities:**

**Project Management**

* Coordinate Workflow, organize projects, assign deadlines to the Arts Department
* Deliver the final product

**Training and Support**

* Providing Arts with the appropriate knowledge, training and support for current and emerging technology and programs
* Willing to become an expert in Rock, Planning Center Online, Teamwork, Paylocity, Slack, and other management systems
* Assist in on-boarding all central support and Arts new hires
* Assist in on-boarding pay to play contracts
* Provides ongoing training and help for Arts Team members in these systems

**Network Support**

* Building kingdom minded relationships with other churches
* Research best practices and collect data from churches CedarCreek is benchmarking (Northpoint, Church of the Highlands, etc.)
* Be willing to share CedarCreek best practices by providing information, support and training from within the Arts to other churches

**Communication**

* Facilitating and managing a clear line of communication between Arts, Ministries, Ministry Services and Campuses
* Facilitating and managing a clear line of communication between outside contacts (other churches, organizations, vendors and advertising agencies) and the Arts Team
* Be willing to go the extra mile to find the answers your team needs
* Act as a liaison between Arts and Central Support

**Resource & Equip**

* Providing all the necessary materials to Arts Teams for effective execution of weekly Vision, Values and Standards.
* Ministry Involvement – Having a pulse on the Arts Ministry through occasional visits to campus events including weekend services.
* Work with Logistics to ensure Arts Directors know what is coming in their transfers.

**Leadership**

* Oversee, train and equip the Assistant Project Manager
* Recruit and train 2-3 Central Support volunteers to help with simple administration tasks

**Procurement**

* Fulfil orders for the Arts Department.

**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, and/or Board

**Measurements:**

The Positionwill be evaluated by the following quantifiable measurements:

* Improvement in unity between the Arts Team with Ministry/Ministry Services/Campuses
* Communication of standards and processes between the Arts Team and Ministry/Ministry Services/Campuses
* Providing the Arts Team with the information they need to be successful
* Building and maintaining relationships that are needed to support and hit Arts Team goals

**Accountabilities:**

The positionwill also be held accountable for the following:

* Ensuring the safety of all guests and DreamTeam during ministry activities, setting and maintaining healthy standards of conduct
* 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:**

* **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 discriminiations in sound.
* **Repetitive motion.** Substantial movements (motions) of the wrists, hand, 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 defect, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.

**Disclaimer**

Nothing in this job description restricts the right of the Project Manager of Arts’ 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.