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

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

**Average Hours Per Week: 40 Salary**

**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
* Acting as a training representative for new hires within the Arts Team
* Provides ongoing training and help for Arts Team members in these systems

**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

**Leadership**

* Oversee, train and equip the Assistant Director of Logistics and Arts Assistant

**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.)

**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 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