



JOB DESCRIPTION

Employee: **Campus:** Main
Hire Date: **Department:** Creative
Job Title: Media Director **Director:** Staff Director / Lead Pastors

Summary of the position:

The Media Director will be responsible for overseeing and creating the design and graphics specifically design, print, and Creative arts projects, while directing and assisting in the development, coordination and execution of Creative concepts for CityGate Church. Manage members of the Media and IT teams and work to best accomplish the goals of the Creative needs of the CityGate Church.

- I. Experience and Knowledge Required:**
 - Strong leadership skills and a history of team management
 - Proven track record of effective time management
 - Ability to handle multiple projects effectively
 - Excellent verbal and interpersonal skills
 - Background in art, design, or other Creative field
 - Strong desire to work with Creative individuals and teams
- II. Other Duties and Responsibilities:**
 - Managing the work flow of all Creative Arts, Print and Branding Projects
 - Writing and editing print, web, and video text
 - Overseeing Creative special projects, i.e., Easter, Big Days, Christmas
 - Growing Creative relationships in the CityGate community
 - Maintaining the photograph database
 - Communicating with graphics team regarding graphic needs
 - Overseeing and leading CityGate Media teams: multi-media, screen, technologies, camera and broadcasting
- III. Attributes:**
 - Loyal, heart of a servant, positive, fun and enjoyable attitude
 - Must share the vision of CityGate with integrity and passion
 - High capacity multi-tasking individual who is comfortable working independently without constant supervision.
 - Highly self motivated and flexible
- IV. Extent of Personal Contact:**
 - Daily contact with members of Creative/talent and team volunteers
 - Lead Pastors and staff members
- V. Supervisory Responsibilities:**
 - Graphic Designers
 - Social Media Director
 - IT Director
 - Camera Director
 - Photography Team