



BETHLEHEM BAPTIST CHURCH



215.643.4977

info@bbc4christ.org

@bbc4christ

bbc4christ

Reverend Charles W. Quann
Pastor

Reverend Sean Tripline
Youth Pastor

Brenda Benson
Chief of Staff

Minister Robin Hinton
*Administrative Services
Manager*

Shamett Williams
*Pastor's Administrative
Assistant*

Deacon Wayne Holliday
*Servant Leader,
Deacons Ministry*

Deaconess Ronte Oates
*Servant Leader,
Deaconess Ministry*

Trustee Darren DeVoue
*Servant Leader,
Trustees Ministry*

Creative Arts Director

Job Description

The Creative Arts Director (CAD) will be responsible for the day-to-day operation and maintenance for all AV, graphic design, and video production for Bethlehem Baptist Church.

Preferred Qualities:

- Driven, goal-oriented, accountable, and self-starting
- Solution-oriented, innovative, and forward-thinking
- Structured and pro-active
- Expert-level leadership in areas of responsibility

Essential Qualities:

- Proficient/baseline knowledge of the current audio system used by Bethlehem Baptist Church (Yamaha M7CL)
- Proficient/baseline knowledge of a major, professional graphic design application (Photoshop, etc.)
- Proficient/baseline knowledge of a major, professional video production application (Final Cut Pro, Premiere Pro, etc.)
- Present in worship services, offering leadership to volunteer staff
- Managing and leading Media ministry, including updating the schedule of volunteers and regularly communicating with volunteers in a timely fashion
- Work directly with Associate Pastor (AP) and regularly review the needs of the ministry with Pastor, AP, Trustees, and other ministry collaborators

Technical Responsibilities (3 major focus areas):

Audiovisual focus:

- Oversee integration of A/V components in live and live-streamed worship
- Maintain knowledge of audio and live-stream (Sling & Restream) equipment and offer live mixing and stream leadership
- Build the visual component of worship (i.e. text on screen for songs/scripture readings/sermons, graphics, transitions, etc.)
- Oversee and collaborate with videographer on video capture strategy
- Collaborate with Minister of Music to obtain lyrics for services



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Graphic focus:

- Serve as chief creative for graphic needs of the church
- Produce internal communications
- Produce external communications
- Collaborate with social media strategist for content creation
- Stay current on design and style trends
- Regularly update the church's digital sign

Video production focus:

- Production of video for the integration into the live worship experience
- Video content creation for social platforms
- Assemble and edit prerecorded worship services and broadcasts
- Ensuring brand consistency throughout all video presentation, including video produced by videographer (TV broadcast, Bethlehem Evangelistic Television, Youth Spotlight)
- Collaborating with Technology ministry in giving oversight for successful Zoom programming

Job requirements:

- Bachelor's degree preferred, not required
- Training in related fields required
- All relevant clearances
- 40 hours a week (must have availability on the weekends)
- Effective written and verbal communication skills

This job description is subject to change based on the production needs of Bethlehem Baptist Church.

Candidates that will be considered will submit **all the following**: an updated resume, references (professional, ministry, and client), and a portfolio (attachments or links to creative work completed in the last year) to smtripline@bbc4christ.org. **Please do not call** about this position, as we will only consider candidates that have submitted required documents/items.