CREATIVE PROJECT MANAGER

Reports to: Creative Director
Department: Creative Resourcing
Schedule: Full-Time, 40 Hours per week

Our Creative Project Manager is the glue that helps keep projects — and people — together. They are responsible for planning, organizing, managing, and executing projects from beginning to end. This person is the gateway of the Creative Team and will work closely with all other ministries throughout the church; collecting project information, deadlines, objectives, budgets, etc. They also assign individuals or entire teams to tasks within the project, while creating and managing detailed schedules throughout the duration of the project. Ideally, they've got thick skin, know when to speak up, when to listen, and when to step in to steer the conversation in a healthy direction.

RESPONSIBILITIES

- Maintain Project Management system and schedule for the Creative Team.
- Receive project requests and consult with ministry leaders and creative team to compile all detailed information, and develop the best solutions to support the vision of a project request.
- Process creative requests and set project timelines.
- Communicate with ministry leaders to provide project updates, timelines, and agreed upon expectations.
- Compile and prepare project specific copy details and information for designers.
- Ensure Creative Team meets project deadlines
- Ensure completed project meets expectations of original request and is proofed before sending to print.
- Ensure digital assets are delivered on time to the agreed upon place.
- Work with Campus Launch Team to ensure all creative resources are supplied and needs are met including, but not limited to: print, signage, promotional material
- Intake and process Creative Team volunteer forms and assign them to the appropriate department lead.
- Lead a volunteer team of 3-5 people.
- Help lead creative initiatives as assigned.

REQUIREMENTS

- A passionate love for Jesus and a heart for the local church.
- Highly organized with the ability to develop timelines.
- Rockstar problem solving skills.
- Good communication skills.
- Ability to manage large projects with lots of moving parts.