**Position Focus** Graphic Designer

**PURPOSE**
To help Irving Bible Church advance the gospel through design and art direction.

**STATUS**
Full-Time
Exempt

**REPORTS TO**
Communication Pastor

**WORKS CLOSELY WITH**
Communication Team, Sunday Experience Team, Tech Team

**DIRECT REPORTS**
n/a

**QUALIFICATIONS**
- Growing relationship with Jesus Christ
- Undergraduate degree in Fine Arts, Design or another related field
- Experienced in art and creative direction.
- Team player that can work in a shared, creative space with the Communication team
- Ability to work in a highly organized, fast-paced, deadline-driven environment.
- Willingness to accept feedback and areas of growth
- Thorough understanding of design principles, including color theory, typography, hierarchy, and composition
- Understanding of pre-press process. Ability to prepare and package files to be printed off-site
- Advanced skills in Adobe Creative Suite
- Knowledge in email newsletter and web design preferred.

**CONTINUING RESPONSIBILITIES**
Sustain the visual identity of Irving Bible Church in support of our vision and mission.

Design digital assets for social media, website, eLetters, digital building signage, and worship services

Work with the Communications team and Sunday Experience team to art direct and design for teaching series throughout the year

Develop a look and feel for Lent, Easter, Advent, and Christmas. Includes style guides, deliverables, and assets.

Work with ministry leaders in providing design assets for their respective ministries.

Work with the Communication team and Operations team in designing building signage

Design banners and promotional material for use on our campus and in our community

Communicate and work with printing and signage vendors

Participate in worship planning and production processes

Attend weekly All Staff and Communication team meetings

Approved by:
Approved date:
Reviewed (annually):