

Job title: Graphic Designer

Reports to: Tech Director

Full-Time: 40 hours per week, including some evening or weekend hours

Overview: The Graphic Designer is responsible to solve design problems and meet project requirements through the use of type, color, space and imagery. This person must be capable of listening to others, understanding what they need, and meeting those needs through the development of creative, visual solutions.

Job Breakdown

- Approx. 25 hours/week focused on graphic design
- Approx. 15 hours/week focused on additional production team needs as assigned

Responsibilities/Skills:

- Oversee the church brand and **all** graphics, photography, and artwork for the church across all locations.
- Serve as graphic designer for all church communications materials, including digital and print. Prepares resources from creation to final production.
- Works closely with communications and production teams to produce quality content that is visually appealing and engaging.
- Serve as production manager, preparing files to printing and digital specifications and working with staff and contractors. Work with a variety of contractors and printers for best quality at the best price. Coordinate and oversee preparation of print resources.
- Organize and project manage graphic design projects, and the ability to handle multiple projects at once, establishing and meeting deadlines for both short- and long-term projects.
- Responsible to see graphic design projects through from conceptual stage to implementation, while maintaining flexibility.
- Maintain a clear sense of integrity, work ethic and a sincere interest in building strong relationships based upon competency and trust.
- Relational, team player; ability to collaborate with others positively and effectively.
- Willingness to learn new programs and be flexible to the needs of ministries and the over-all church

Qualifications:

- Christ follower, with a passion for the local church
- Member of Sherwood Oaks Christian Church or willingness to become a member
- College degree in graphic design and four years of experience (at a minimum) in related field. Candidates with unrelated educational backgrounds will be considered, provided they have significant related experience.
- Expertise in Adobe Creative software, specifically InDesign, Photoshop, and Illustrator; expertise in 3D creation
- Ability to troubleshoot and communicate effectively
- Strong understanding of the graphic design landscape and latest trends
- A strong portfolio displaying a wide variety of work, including web design