



Creative/Social Producer

Job Description

September 2023

Position Type: Full-time, Salaried

Position Reports To: Creative Director

Position Summary: This role is responsible for conceptualizing and creating meaningful art to help BACC and Bay Area Student Ministry (BASM) reach people for Jesus. Works closely with BASM to create event graphics, signage, photos, videos, and any other creative needs. Additionally, this role helps BASM communications via weekly email and running social media accounts. This role also assists the Creative Director with creative projects for BACC when needed.

Basic Qualifications:

- Demonstrates a faith in Jesus Christ and meets all requirements to be a Ministry Partner
- Attends Bay Area or is willing to attend
- Strong organizational skills and attention to detail
- Willingness to work flexible hours
- Self-starter who shows initiative and innovation skills
- Creative professional with an eye for photography, videography and design
- Ability to prioritize and to be flexible as projects and their importance shift
- Team player who works well with various personalities and has consistent positive influence within the office
- Teachable and approachable

Key Responsibilities:

- Attend key meetings to gather info on needs as well as offer creative solutions
- Creatively speak into BASM teaching series
- Maintain and promote the visual BASM “brand” from logos to ministry aesthetics
 - Ensure the integrity of BASM branding in all print and digital publications
- Manage BASM social media channels
- Photographer/Videographer for capturing BASM events and gatherings
- Work with volunteers as directed by the Photo/Video Producer

Sunday Responsibilities:

- Works every other Sunday (or as needed) as a photographer/videographer during BASM Sunday Gatherings, capturing content for ministry needs during the week.

Weekday Responsibilities:

- Attend all BASM meetings and participate with creative insight
- Attend BASM Wednesday night Amplify gathering to capture photo and video content and connect with students
- Create weekly graphics for BASM Gatherings (Amplify and Sunday), along with teaching series assets
- Create and send out BASM Weekly Newsletter
- Create and post social media content
- Create and order any print pieces and signage

Other Responsibilities as Assigned:

- Attend special BASM events and retreats that are outside of normal business hours to capture photo and video content
- Assist with other aspects of the ministry of BACC as needed

Experience & Skills Desired:

- Experienced Designer
- Solid knowledge of the adobe creative suite (Photoshop, InDesign, Illustrator)
- Experienced photographer/video producer
- Solid knowledge of either Premiere or Final Cut Pro
- Previous experience / examples of social media management
- Strong understanding of current trends in digital and social media

Please send work samples including any design, photo, video, or social media accounts to: jobs@bayareacc.org.