**South Carolina Baptist Convention**

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| Job Title | ***Creative Content Specialist*** |
| Reports to | *Creative Director* |
| Status | Full Time – Non-Exempt |

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| Summary |

The Creative Content Specialist, under the direction of the Creative Director, will focus on creating marketing and narrative storytelling content that communicates the SCBaptist mission, vision, and strategy with innovative excellence.   
  
This member of the Creative Team will create original digital content to increase interest and inspire action steps toward lives saturated and transformed with the hope of the Gospel throughout South Carolina.

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| Responsibilities |

1. Create imaginative, compelling, audience-appropriate photo and video content using ingenuity while maintaining the consistency across all deliverables and ministries, per SCBaptist’s Visual identity Style Guide and best practices, from concept to completion.
2. Create, plan, coordinate, create, record, edit, animate and export audio, video, and photo content for digital distribution throughout the state of South Carolina at the direction of the Creative Director and alongside the Creative Engineer
3. Serve as the alternate engineer and point-of-contact for audio, video, lighting and streaming for all events and productions in Room 117, Advance Room, and the Learning Center, and SCBaptist Studio at 190 Stoneridge Drive alongside the Creative Engineer.
4. Serve by providing engineering support in audio, video, lighting and streaming at IMPACT, Annual Meeting, Advance Rally, Executive Board alongside the Creative Engineer
5. Serve as the alternate point of contact for building, loading, and displaying content for at IMPACT, Annual Meeting, Advance Rally, Executive Board in ProPresenter and Planning Center
6. Serve as the alternate of contact for technical support and troubleshooting of all audio, video, lighting, and streaming equipment inventory
7. Provide administrative support and maintenance of SCBaptist creative digital assets and production equipment
8. Serve as a member of the Creative Team at Level 1 events
9. Provide timely communication through SCBaptist’s project management system with strict adherence to deadlines.
10. Complete other duties as assigned by supervisor

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| Qualifications, Competencies, and Traits |

Qualifications include:

* Excellent organizational, collaboration, writing, verbal, and digital communication, and time management skills; self-direction and motivation; strict adherence and sensitivity to a deadline-driven, priority-based, project workflow; ability to complete and interface with multiple projects simultaneously under tight deadlines
* Proven ability to work with multiple people with varying levels of organizational leadership with high degree of emotional intelligence, interpersonal skills, approachability, and customer service skills with excellence
* 2+ year experience in a nonprofit, production company, or educational equivalent
* Proven communication, content creation, storytelling, photography, cinematography, post-production, and animation skills and the ability to film, edit and animate original, imaginative, compelling, innovative, relevant, and marketing, narrative, and practical designs content in a dynamic, collaborative, creative environment with excellence
* Fluency in all technical aspects and best practices of photo, video, film and animation content creation with a demonstrated history of high-quality, high-impact content, creation across digital content software and platforms including Adobe Creative Suite
* Proficient understanding of established and emerging content creation trends
* Stellar artistic eye for current photo, video, film and animation trends with ability to execute content most relevant and appropriate for specific audiences
* Committed to continued learning and understanding established and emerging digital content, photo, video, film and animation trends including, but not limited to, artificial intelligence platforms, project management systems, and digital content creation software and platforms and applications to keep current with issues and evolving best practices pertinent to area of work
* Skillful in relating to others with respect to sensitive business, ministerial and personnel matters and a reputation for honesty, integrity, confidentiality, and responsibility in all matters and possesses a high degree of Christian maturity and character
* Active member in a local Southern Baptist church, trained in and actively engaged in witnessing and leading the lost to eternal salvation through the Lord Jesus Christ, committed to the promotion of the Cooperative Program and agrees to work within the parameters of the current *Baptist Faith and Message 2000.*
* Committed to the Advance Strategy and the five Ministry Priorities: Strong, Serve, Share, Send, Start

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| Working Conditions |

Works primarily on-location with an office at 190 Stoneridge Drive with a typical working schedule of Monday to Thursday. Frequent travel is required around the state, including evening, weekend, and holiday work as necessary and working remotely as needed.

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| Physical Requirements |

While performing the duties of this job the employee is (note: reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions)

* frequently required to stand, walk, sit, bend, stoop, kneel, talk, hear, drive, and ride
* frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 40 pounds
* required to use hands and fingers to feel, handle or operate objects, tools or controls; and to reach with hands and arms
* required to have vision abilities that include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus
* required to have a valid driver’s license, a safe driving record, and proof of automobile insurance
* available to travel overnight occasionally to fulfill job responsibilities
* able to use reasoning ability to carry out written and oral instructions to deal with work-related problems in a variety of situations

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| Direct Reports |

None

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| Approved by: |  |
| Date Approved: |  |
| Reviewed: |  |