

**DAYBREAK FAMILY WORSHIP CENTER  
POSITION DESCRIPTION**

Position	Creative Arts Specialist – Web and Technical Support
Ministry	Creative Arts
Work Location	Des Moines
Salary	“Temp to Hire”/ \$10 per hour/ 10 office hours per week
Position Reports To	Senior Pastor
Recruiter	Melissa Patton, Director of Christian Services

**Purpose of Position**

The Creative Arts Specialist – web and technical support is responsible for design and development of the Daybreak Family Worship Center internet web sites and video creation, manipulation and related functions. The position provides technical and audiovisual support for the pastor and daily events for Daybreak Family Worship Center and its various ministries.

**Primary Job Duties and Responsibilities (Essential Job Functions)**

- Work closely with the Senior Pastor on web development and design.
- Work closely with other website developers and video editors in the community.
- Attend conferences and seminars related to video editing and web design.
- Provide technical and audiovisual set up for special events and church services.
- Keep current on technological advances within graphics software and hardware.
- Perform additional responsibilities as requested or assigned.

**Position Requirements**

- Bachelor’s degree in graphic design, journalism – broadcast or equivalent related work experience. At least one year of experience in graphic, web or video design.
- Entry level knowledge of creative arts, web design, development, video creation, manipulation, audiovisual presentation and other graphic technologies.
- Desire to acquire computer graphic skills. Web design and development software, such as Dreamweaver, Flash, Front Page and HTML code preferred; video creation and manipulation software, such as Adobe After Effects, Adobe Encore, Pinnacle Studio and Sound Forge 6.0 preferred; PowerPoint presentation design software preferred.
- Effective oral and written communication skills for determining church needs.
- Organization skills for organizing work.
- Effective analytical and problem-solving skills.
- Ability to prioritize and handle multiple tasks and projects concurrently.
- Ability to adapt processes and techniques to resolve complex technical problems and issues and work independently.

*Please notice that this is a temporary position with a six month probation period. This is an opportunity to showcase candidate’s skills. In the process, the candidate can determine their level of interest in Daybreak Family Worship Center and ultimately secure an internal position.*