



Qualifications for employment at Watermark requires having made a life commitment to Jesus Christ, agreement in writing with the Beliefs and Governance statements of Watermark, and having a work history and a lifestyle that is consistent with scriptural principles in the Bible.

Job Title: Worship Arts Assistant
Department: Worship Arts

FLSA Status: Non-Exempt
Reports to: Arts Director

Position summary: Plan, organize, and manage resources to bring about the successful completion of team goals and objectives related to Sunday worship.

Spiritual Gifts:

- Administration
- Hospitality
- Service

Role Qualification:

- Passion for coordinating all events and details for the Arts team and helping where necessary
- Self-starter, motivated person with a strong gift for organization, event planning and people
- Multi-tasker, detail oriented, friendly and outgoing

Position Responsibilities:

Communication

- Assist Communications Team with any editing or proofreading needs.
- Coordinate with Operations and Communications teams to create weekly Emails for body-wide distribution.
- Coordinate with communications and I.T. team to complete website edit and update requests.

General

- Support Art Directors on an ongoing basis in execution of various tasks, duties, planning, scheduling meetings, projects, organization, and timely completion.
- Respond to new volunteer requests and distribute to the corresponding areas.
- Assist in maintaining yearly budgets for arts team.
- Submit payment requests for lighting and A/V contract invoices, communication invoices, and team expenses.

Film

- Serve as an associate Producer to manage deadlines and communication for the film team. (Primary contact for all video related inquiries, set deadlines, research talent, and coordinate interviews)
- Attend film shoots to serve as assistant, script supervisor, and liaison to interview subjects.
- Provide monthly overview of videographer projects to Arts Directors.
- Manage schedules for video studios, podcast studio, and equipment rental.
- Assist in tagging footage on the media server. (Includes current projects as well as archiving backlogged footage)

Live Production

- Coordinate weekend meet and greet schedule for announcements and speakers.
- Maintain sermon and event calendars for the Arts teams.
- Participate in weekly sermon prep; attend meetings, offer feedback, take notes for weekend speaker.
- Research creative themes for upcoming weekend and event production; purchase products as needed.
- Plan, set up, and assist in execution of events (ex. Christmas Eve, Easter, Night of Worship, Elder Night, CLC, Baptism, etc.).

Essential skills and experience:

- Excellent organizational skills
- Detail oriented
- Event planning
- Dependable-leader