



Social Media & Photography Project Manager Job Overview

Qualifications for employment at Watermark include 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 are consistent with biblical principles. Must be an existing member of Watermark or willing to become one.

JOB TITLE: Social Media & Photography Project Manager

DEPARTMENT: Communications

REPORTS TO: Lead Project Manager

FLSA STATUS: Exempt

TIME REQUIREMENTS: Full-time; in-office

CLASSIFICATION: Non-Ministerial Role

VISION: Abiding in Jesus, we are making disciples together.

POSITION SUMMARY: Responsible for championing the process for social media projects and photography. They will collaborate heavily with the Communications Team to ensure all social/photography projects run smoothly and efficiently.

POSITION RESPONSIBILITIES:

- Manage the timelines and overall process for social media and photography projects
 - a. Process incoming graphic design, film, and photography requests to estimate time and resources needed
 - b. Work with communications coordinators and Social Media Team to effectively understand and deliver on the strategy and requirements for each social media project and/or photography needs
 - c. Maintain constant knowledge of status, priority, and next steps for all social media and photography projects via a project management system
- Manage workload and resourcing for social media content creator and photographer
 - a. Work with social media content creator and photographers (paid and freelance) to ensure that each creative is fully and efficiently deployed, track projects to ensure on-time completion
 - b. Develop and maintain a running list of available freelance photographers and manage the freelance budget. If a project needs to be freelanced, they will assist with project management, as-needed
 - c. Manage the feedback loop between graphic designers, clients, Communications Team, and/or Social Media Team to drive for final approval of deliverables
- Provide administrative support for social media and photography needs
 - a. Maintain and manage the photography budget under the leadership of the lead project manager
 - b. Schedule and manage logistics for all photo shoots and/or live event photography
 - c. Schedule and manage photography volunteers. Maintain up-to-date serving tags for volunteers
 - d. Oversee the photo tagging system and processes to ensure all photography is easily accessible
- Participate in general Watermark staff-required activities (expense reporting, Staff on Call, staff meetings, retreats, Christmas Eve, Easter, other “all hands on deck” events, etc.)

MARKERS OF AN IDEAL CANDIDATE:

- Commitment to the vision and 10 markers of Watermark Community Church
- Commitment to Watermark’s staff values: Dependent, Unified, Excellent, and Fun (DUEF)
- 3-5 years of experience in managing creative projects, specifically photography, graphic design, or social media content creation
- Understands the creative process and what graphic designers and/or photographers need to be successful (logistically and creatively)
- Markers of an ideal candidate: excellent communication and administration skills, flexible, positive, detail-oriented, works well on a team, thrives in a fast-paced environment, can juggle multiple projects and stake holders simultaneously

All employees' job descriptions are subject to change from time to time at the sole discretion of management.