



Creative and Production Administrative Assistant

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: Creative and Production Administrative Assistant

FLSA STATUS: Non-exempt

DEPARTMENT: Production

TIME REQUIREMENTS: Full-time; in-office

REPORTS TO: Creative Director

VISION: Abiding in Jesus, we are making disciples together

POSITION SUMMARY: Responsible for administrative support for the Creative Director, the Production Team, assigned creative projects, and Sunday hospitality.

POSITION RESPONSIBILITIES:

1. Support the Creative Director
 - Manage calendars, inbox, expense reports, and other administrative tasks as needed
 - Attend assigned meetings with the Creative Director to take notes and capture action items
 - Set and reset the room for Dailies and other Creative Director-led meetings (chairs, TV/screens, etc.)
 - Collaborate with Communications Coordinators, Project Managers, and the Production Team on black and double-black diamond projects to proactively keep the Creative Director's work on track with deadlines
2. Support the Production Team as directed by the Production Director
 - Keep a record of Production team birthdays, significant dates, and the team's favorite things
 - Coordinate Production team events like team celebrations, lunches, holidays, and retreats
 - Monitor the health of the Production staff members and identify opportunities for encouragement
 - Manage the Production and auditorium calendars
 - Schedule regular Production team meetings and event-based pre-production meetings for major events, such as Easter, CLC, Christmas Eve, and conferences.
 - Manage facility reservations and food orders for meetings as needed
 - Serve as the primary point of contact for Production team inquiries received by email, phone, and Watermark's website
 - Provide administrative support for the Production Director's calendar, and note-taking for meetings, as needed
3. Support Sunday hospitality
 - Manage and maintain stock for the Green Room and Producer table for weekend services, including water bottles, cutlery, bathroom supplies, refrigerators, tea/coffee station, gum, mints, cough drops, hand towels, communion items, etc.
 - Gather headcount, order food, set up food, and reset the room for Christmas Eve, Easter, and other events
 - Submit invoices and contractor payments for the Production Team through Intacct
 - Manage coverage for the Creative Producer position through Planning Center
4. Participate in general Watermark staff-required activities (e.g., expense reporting, Staff on Call, staff meetings, retreats, Christmas Eve, Easter, CLC, 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)
- Experience in administrative tasks, multi-tasking, event planning, and hospitality
- Excellent organizational skills, detail-oriented, conscientious, diligent, and thorough
- Proficiency in Microsoft Office Suite and task management software, including Intacct and Planning Center Online
- Passion for providing administrative support to directors and managing multiple organizational tasks
- Eager to streamline processes and create new solutions to administrative problems

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