



Graphic Design & 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: Graphic Design & Photography Project Manager

FLSA STATUS: Exempt

DEPARTMENT: Communications

REPORTS TO: Director of Communications

POSITION SUMMARY: This role is responsible for championing the process for graphic design projects and photography. They will collaborate heavily with graphic designers, the communications team, and the social media team to ensure all graphic design and photography projects run smoothly and efficiently.

SPIRITUAL GIFTS:

Administration, discernment, serving

ESSENTIAL SKILLS & EXPERIENCE:

- 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)
- Excellent communication and administration skills

POSITION RESPONSIBILITIES:

Overall

- Manages the timelines and overall process for graphic design and photography projects
- Manages and cares for graphic designers and photographers (paid and freelance)
- Processes incoming graphic design and photography requests to estimate time/resources needed to complete the request
- Works with brand leaders on the communications team and social media team to effectively understand and deliver on the strategy and requirements for each graphic design project and/or photography needs
- Develops and maintains a running list of available freelance graphic designers and photographers and manages the freelance budget. If a project needs to be freelanced to an outside graphic designer and/or photographer, they will assist with project management as-needed.
- Maintains constant knowledge of status, priority, and next steps for all graphic design and photography projects via a project management system
- Maintains and manages the photography, graphic design, and print production budget under the leadership of the Director of Communications

Graphic Design-specific

- Works with graphic designers to ensure that each designer is fully and efficiently deployed, tracks projects to ensure on-time completion, and makes sure team is setup to succeed.
- Manages the feedback loop between graphic designers, clients, communications team, and/or social media team to drive for final approval of deliverables

Photography-specific

- Schedules and manages logistics for all photo shoots and/or live event photography
- Develops, trains, and schedules photography volunteers (alongside social media team). Maintains up-to-date service tags for photography volunteers.
- Oversees the photo tagging system and processes to ensure all photography is properly tagged and easily accessible.

Will work closely with graphic designers, communications team, social media team, and photographers (paid and volunteer)

MARKERS OF AN IDEAL CANDIDATE:

- Must be a Watermark Member or willing to pursue membership at Watermark
- Soft skills: Flexible, positive, detail-oriented, administratively gifted, good communicator, works well on a team, thrives in a fast-paced environment, can juggle multiple projects/stake holders simultaneously

Job description not final. The position will be shaped around the giftedness and passions of the individual.