

## **JOB DESCRIPTION**

### **Lead Designer First Baptist Church Spartanburg**

Department: Communications  
Reports to: Communications Director  
Job Status: Full-Time  
FLSA Status: Non-Exempt  
Effective Date: Immediately

#### **SUMMARY**

The Lead Designer is responsible to the church, under the direction of the Comms Director and Administrator for delivering excellence in graphic design from ideation to completion. These duties include conceptual work, team collaboration, creative planning, and delivery of design projects of all types from print and digital media to content for video projects and web materials. This individual contributor will join the Comms team in working closely with the Pastor and Ministry teams in translating the goals and mission of FBS into thoughtfully designed materials that impact our church and community.

**PRIMARY JOB RESPONSIBILITIES** may include but are not limited to the following:

- Primary creator of graphic content for church promotions for screens and social media
- Layout designs for print and web content, including church wide campaigns or informational materials
- Apparel designs and mockups for church trips and ministry promotions packages
- Participation in group critiques to strengthen designs across all communications
- Church event and service photography to capture ministry moments for use in designed material or social media content
- Creative planning the Comms team and ministry leaders for church wide messaging utilizing design, video, and photography
- Sermon series content creation and development
- Assisting in proofing design content created by other designers on the team

**OTHER RESPONSIBILITIES** may include but are not limited to the following:

- Participate in weekly and monthly staff meetings as required.
- Participate in weekly staff devotional
- Participate in webpage maintenance and design
- Social media protocols and guidelines

**Qualifications:**

- 5+ years of experience in graphic design
- Degree (BA preferred) in Graphic Design or related fields

- Strong understanding of the principles of design, typography, color theory, and visual hierarchy
- Exceptional proficiency in both vector and raster design software of Adobe CC (Especially Photoshop, InDesign, Illustrator). After Effects, Premiere, Lightroom are a plus
- Experienced in file preparation and exporting for printed materials and web-optimized formats
- Familiarity with social media platforms and social media marketing
- Strong team collaboration skills
- Basic photography and photo-editing skills
- Continuous improvement mindset

**Compensation and Benefits:**

- \$xx,000 – \$yy,000/yr based on qualifications
- Medical
- Vision
- Long-term disability insurance
- Life insurance
- Retirement plan
- PTO