



## Application for Head of Creative Arts

The Vine is a multi-cultural, inter-denominational, vibrant church community based in the Wan Chai district of Hong Kong. We are both a local and an international family, made up of people born and raised in Hong Kong, as well as those who have moved here from other countries. We are currently looking to hire the Head of Creative Arts who reports to the Senior Pastor.

We are looking for an energetic and inspiring person to join our team. This is a full-time position and you will be responsible for leading the in-house Creative Arts Department in creative project management and execution of our brand and visual concepts, as well as managing the various roles of the department. This is a position full of exciting opportunity, responsibility, and the chance to lead and inspire a team of fellow creatives.

### Job responsibilities

- Overall management and leadership of The Vine's Creative Arts Department (CAD), including direct supervision, professional development and creative leadership of our in-house graphic design, video production, social media, web, and communication team.
- Encourage a culture of constructive critique, encouragement and improvement and create growing opportunity, training and appraisals for the team.
- Ensure the standard of excellence is met for The Vine and Branches of Hope brands in all aspects of content and representation.
- Lead and contribute to regular brainstorming sessions with various departments; lead the CAD in driving the branding and promotional strategies for each upcoming project, and decide how this will be carried out and communicated through each of the various implementations: print, digital, social media, and video.
- Assess Creative Project Requests and assign projects to the CAD, setting reasonable deadlines, managing and monitoring workload.
- Work with the Graphic Designers and Videographers to creatively develop original design/branding concepts and visuals for each new sermon series and church-wide projects, including environmental design of posters/building graphics and installations, keynote templates, bumper videos, digital banners, promotional slides and social media graphics.
- Work with the Communications Assistant Manager to ensure all media content is relevant, concise, communicated clearly and in line with the vision.
- Represent CAD in cross-departmental meetings, including being a bridge between CAD and the leadership and pastoral teams and expectation management to others in the organisation.
- Provide creative and art direction on projects involving external creative contractors.
- Submit proposals for the annual CAD budget and manage the approved budget.

### Job requirement

- Fluency in written and spoken English. Cantonese language skills a plus.
- Minimum 7-8 years' experience in creative project management. Event management experience a plus.
- Creative talent with excellent style and a strong sense of aesthetics and visual design.
- Strong marketing background with proven experience to strategically plan, execute and debrief on various campaigns.
- Refined skills to inspire a team of creatives and support each person in their various roles.
- Organised, meticulous, process-oriented; MUST have a good eye for detail.
- Ability to coordinate multiple projects simultaneously, from concept to completion.
- Must have strong communication skills with proven leadership ability.
- Ability to work under pressure where necessary to meet deadlines.
- Ability to generate fresh, innovative and dynamic ideas.

### How to apply

Please send your resume and cover letter to [hr@thevine.org.hk](mailto:hr@thevine.org.hk). Closing date for application is 21 October, 2019, 5pm.