



**ROCK**  
C H U R C H

**JOB DESCRIPTION**

**Position:** Events and Production Coordinator

**Reports to:** Events Director

**Position Status:** Full-Time, Exempt

**Department:** Creative Department

**Effective:** February 2012

**Replaces:** All Previous

**Position Number:** RC-07-12

**Posting Date:** January 30, 2012

**1<sup>st</sup> Closing Date:** February 6, 2012

**Position Summary:**

The Event and Production Coordinator will be responsible for supporting all internal and external large events at the Rock Church. In addition, this position oversees the Production Ministry & Events Ministry by providing administrative support, as well as spiritual guidance. This position is responsible for all Sunday Production volunteer coordination. The Events and Production Coordinator will report directly to the Events Director.

**Job Responsibilities and Duties:**

**Events Coordinator:**

1. Assists Events Manager with incoming calls and requests regarding event requests, as well as follows up with contacts and volunteers in a timely manner.
2. Serves as liaison between Events Director and external event coordinators as well as the Rock Academy.
3. Identifies potential problems and creates contingency plans based on the event.
4. Reviews riders, handles ticketing and will call, reserves rooms, assists in creating day of itinerary and organizes volunteer meals for events.
5. Ensures event facility requirements are met by collaborating with Stewardship Director, Rock Academy, COO, and various community partners.
6. Communicates with ministries impacted by use of facility for events.
7. Coordinates travel and lodging for guest speakers on Sundays.
8. Sends weekly emails to connect with Event Volunteers and coordinates quarterly trainings including fellowship events.
9. Responsible for reserving rooms, scheduling meetings with clients, arranging and attending site visits, and sends follow up notes and thank you cards to vendors.
10. Assists in supporting all internal/external events including memorial Services.

**Production Coordinator:**

1. Oversees all departmental administration to include answering and screening phone calls, emails, ordering supplies, taking notes at meetings, web research and updating ministry website.
2. Attends and participates in weekly ministry and regular department team meetings.
3. Trains and deploys volunteers to assist with weekend service responsibilities.
4. Assists in the planning and organization of department events, including Worship Arts volunteer appreciation events.
5. Manages and maintains the Green Room.
6. Collaborates with the Production Arts Team, which consists of Audio, Visual, Lighting, Media and Technical staff and volunteers.

7. Coordinates weekly volunteer schedule, emails Sunday information, and schedules training, interviews/shadow dates for new volunteers.

The above summary of duties represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of the Events Director.

### **Job Skills and Requirements:**

1. One to two years of administrative work required.
2. Three to five years experience in planning events required.
3. One to two years of volunteer involvement in events or related ministry preferred.
4. Experience working with Production Crew and equipment is preferred.
5. Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
6. Pleasant personality and proven ability to interact in a positive manner using a high degree of tact, diplomacy, discretion, flexibility and courtesy in gesture and speech.
7. Demonstrated skills and techniques to recognize problems, issues and situations, and apply resourcefulness in finding appropriate solutions to mitigate potential negative effects. Ability to follow-through to ensure effective resolution.
8. Strong organizational skills and attention to detail and accuracy, including excellence in oral and written communications to verbalize issues clearly and concisely.
9. Self-motivated and flexible with demonstrated ability to work independently, think creatively, manage multiple tasks and use time effectively.
10. Ability to recognize and maintain confidentiality as appropriate.
11. Proficient in MS Windows operating system.

### **Expectations of Staff:**

1. Christ-centered behavior at all times. i.e. treating people with dignity, respect, compassion and integrity.
2. For all grievances, follow Matthew 18 and Ephesians 4:15.
3. Proactive participation in the Governance system.
4. Successful completion of a background and reference check.
5. Pleasant and professional personality and appearance.
6. Regular attendee of a Rock Sunday service.
7. Regular involvement in Rock Church activities, ministries and events.
8. Attendance at all mandatory meetings (and events, as needed).
9. A tithe of 10% to the Rock.
10. Signed acknowledgement of the Rock Church Statement of Faith.
11. Adheres to policies and procedures as stated in the Rock Church employee handbook.
12. Registered and active in the Rock A.R.M.Y.

### **Physical Requirements:**

Ability to function independently and ability to speak. Physically able to lift up to 25 lbs (with or without assistance). This position also may require long periods of standing up and walking.

## **Employment At-Will:**

All employees of The Rock Church are at-will, and as such, are free to resign any time without reason. The Rock Church likewise, retains the right to terminate an employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of the Rock Church has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.

***I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as is outlined above and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor.***