



ROCK
C H U R C H

JOB DESCRIPTION

Position: **Video Department Assistant**
Reports to: **Managing Producer**
Position Status: **Part-Time, Non-Exempt**

Department : **Production & Creative Arts**
Effective: **April 2011**
Replaces: **New Position**
Position Number: **RC-16-11**
Posting Date: **April 18, 2011**
1st Closing Date: **April 22, 2011**

Position Summary: The Video Department Assistant assists and is responsible to provide administrative support for the production of shoots, coordination of volunteers, and acts as a liaison to vendors and key contacts. The Video Department Assistant works under the direct supervision of the Managing Producer.

Job Responsibilities and Duties:

1. Assists with research and securing locations for different shoots.
2. Responsible for casting and booking on camera and voice over talent.
3. Coordinates scheduling volunteers, crew, and extras.
4. Oversees the department master calendar and overall workflow of deadlines.
5. Supervises shoots and recording sessions as necessary.
6. Develops relationships with external vendors in order to gain support for shoots and projects.
7. Updates and processes volunteers, talent, crew, and locations through internal database.
8. Assists in developing an online video resource site for licensing finished projects.
9. Creates a system to maintain order and inventory in the on-site studio.
10. Responsible for negotiating and securing permissions for shoots.
11. Manages and maintains Video accounting responsibilities and petty cash.

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 Managing Producer.

Job Skills and Requirements:

1. Minimum of 3 years film/television production experience or knowledge of pre, shooting, and post production.
2. Full understanding of lighting, camera, talent, script, and protocol of the film/television production.
3. Ability to handle stress well and be solution oriented.
4. Ability to multi-task and remain organized amidst chaos.
5. 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.
6. Strong organizational skills and attention to detail and accuracy, including excellence in oral and written communications to verbalize issues clearly and concisely. Ability to negotiate with external vendors. Legible writing skills.
7. Ability to recognize and maintain confidentiality as appropriate.
8. 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 Strategic Ministry Model.
4. Successful completion of a background check.
5. Pleasant and professional personality and appearance.
6. Regular attendee of a Rock Weekend 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 and 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.