



ROCK
C H U R C H

JOB DESCRIPTION

Position: **Video Arts Managing Producer**
Reports to: **Video Creative Director**
Position Status: **Full-Time, Exempt**

Department : **Production & Creative Arts**
Effective: **April 2011**
Replaces: **New Position**
Position Number: **RC-19-11**
Posting Date: **April 20, 2011**
1st Closing Date: **April 26, 2011**

Position Summary: The Managing Producer is responsible to coordinate all video arts productions and ensure that the production team is equipped with the necessary resources in order to complete projects successfully. The Managing Producer works under the direct supervision of the Video Creative Director.

Job Responsibilities and Duties:

1. Responsible for meeting with clients and video arts staff to clarify goals, deadlines, and resources available for each project.
2. Initiates course of action in pre-production based on the creative direction agreed upon between the video arts staff and the client.
3. Coordinates with video arts staff to determine roles and responsibilities.
4. Schedules crew and talent for shooting dates.
5. Attends and participates in weekly ministry and regular department team meetings.
6. Records volunteer hours for all Video Arts shoots.
7. Manages and maintains Video Arts accounting responsibilities and petty cash.
8. Follows up with client and video arts staff to ensure goals and deadlines are being met. If setbacks arise, offer solutions and make decisions for best outcome possible.
9. Responsible to help others on the team secure necessary resources.
10. Coordinates with technical staff for shoots and rehearsals that involve audio/lighting.

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 Video Creative Director.

Job Skills and Requirements:

1. Bachelor's degree in a related field is preferred but not required.
2. Minimum of 3 to 5 years experience in a Production environment. Previous Producer experience preferred.
3. Must be a servant leader with demonstrated ability to enable others to do great work while shielding them from unnecessary distractions.
4. Demonstrated ability to delegate tasks and artistic direction to team.
5. Demonstrated skills and techniques to recognize problems and find solutions that uphold values of excellence and loving people first.
6. Encourages and motivates others, builds mutual trust, respect, and cooperation among team members.
7. Proven ability to interact in a consistently positive & flexible manner with diverse artists, technicians, on-screen talents, volunteers, etc.
8. Self-motivated and flexible with strong organizational skills and the ability to work well with timelines and short deadlines.

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 60 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.