



ROCK
C H U R C H

JOB DESCRIPTION

Position: Videographer

Reports to: Creative Director

Position Status: Full Time, Exempt

Department: Creative Department

Effective: October 2012

Replaces: Previous

Position Number: RC-31-12

Posting Date: September 28, 2012

1st Closing Date: October 5, 2012

Position Summary:

The Videographer will be responsible for the weekly Rock TV Sunday broadcast ensuring distribution to weekly media outlets, including the edited Sunday message, additional supportive video assets, openers, closers and series' bumpers. Incumbent will report directly to the Creative Director.

Job Responsibilities and Duties:

1. Reviews final edits of Rock TV broadcast programs.
2. Leads in creative development and strategic planning for the future of Rock TV and eventually online church programming, working in collaboration with Creative Director and Video Production department.
3. Works independently with regards to camera operation, editing, color grading, titling, motion graphics, compositing, and transcoding.
4. Manages Rock TV production schedule and coordinating with Managing Producer to ensure timely deliverables.
5. Supports video department productions as needed and when available and contributing to the overall creative collaboration in video production.
6. Adapts to changes in the work environment; able to deal with frequent change, delays, or unexpected events with poise and professionalism. Quickly adjusts to changing priorities.
7. Encourages and motivates others, building mutual trust, respect, and cooperation among team members.

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 Creative Director.

Job Skills and Requirements:

1. Minimum of 4 to 6 years experience in a Production environment.
2. Ability to edit using Final Cut Pro – minimum 5 years experience.
3. Some light After Effects experience and knowledge, willingness and effort to grow in motion graphics.
4. Ability to independently produce and direct small scale video productions, with an emphasis on high production value and storytelling ability with content awareness.
5. Demonstrated ability to make independent decisions based on the vision and values of the Rock Church and Production Arts.
6. Demonstrated skills and techniques to recognize problems and find solutions that uphold values of excellence and loving people first.

7. Proven ability to interact in a consistently positive & flexible manner with diverse external clientele, including volunteers, ministry leaders, marketing and communications department.
8. 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.
9. Strong attention to detail and accuracy, including excellence in oral and written communications to verbalize issues clearly, concisely, and competently in positive or negative situations.
10. Must possess strong computer skills in video production as well as administrative. Windows based software (Excel, Word, PowerPoint) and Mac Environments.
11. 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 Governance system.
4. Successful completion of a background check and references.
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.

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.

