



ROCK
C H U R C H

JOB DESCRIPTION

Position: **Multimedia Editor & Camera 1 Operator**

Reports to: **Senior Editor**

Position Status: **Part-Time, Non-Exempt**

Department: **Creative Department**

Effective: **January, 2010**

REPLACES: **New Position**

POSITION NUMBER: **RC-01-10**

POSTING DATE: **January 13, 2010**

1st CLOSING DATE: **January 20, 2010**

Position Summary: The Multimedia Editor & Camera Operator is a team oriented individual with a heart for ministry and strong skills in high quality multimedia editing and camera operation. Incumbent is responsible for seeing projects through from start to finish in a fast-paced environment, with short deadlines, all while fostering a Christ-centered team environment. Reports to the Senior Editor and collaborates with Creative Arts Staff.

Job Responsibilities and Duties:

Multimedia Editing:

1. Performs weekly Sermon Recut and Sermon Product Production.
2. Edits video for Rock TV, and Rock Church video projects.
3. Delivers video projects from concept to completion.
4. Assists in facilitating DVD requests.
5. Assists Technical Arts Department for live events when needed.
6. Stays current and relevant to the Rock's DNA and mission, vision and values.
7. Maintains a professional level of production for Rock TV and all other in-service content, looking toward the future as it relates to television broadcast.
8. Presents final product to peers for approval by agreed upon deadline and makes any adjustments/changes as necessary.

Camera Operation:

1. Follows key speaker on the platform, holding primarily a medium or medium bust shot during sermons and addresses.
2. Composes creative camera shots during worship and keep the subject in frame at all times.
3. Works primarily on Sundays between 6AM and 9:30PM; may be asked to work other events and other camera positions as scheduled in the sanctuary.

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 Senior Editor.

Job Skills and Requirements:

1. Bachelor's degree in a related field is preferred but not required.
2. Strong team player; able to accept and give direction.
3. Works well with timelines and short deadlines.
4. Able to work in a high volume environment while maintaining solid creativity and quality.
5. Able to effectively communicate production vision with other production staff through outlines, story boards, etc.

6. Able to use non-linear video editing systems (such as Final Cut Pro) while working in a high volume deadline oriented environment.
7. Familiar with operating longer lenses on camera pedestals.
8. Experience composing for 16x9 aspect ratio is preferred (Tripod experience is acceptable).
9. Preferred experience with motion and still graphic programs such as Adobe Photoshop, Illustrator, After Effects, DVD Studio Pro and other related programs.
10. Able to use still and video production camera equipment to include audio, video and lighting.
11. Willingness to be trained for live event productions.
12. Self-motivated and flexible.
13. Strong organizational skills.
14. Excellent interpersonal communication skills.
15. Ability to interact with other ministry leaders and or personnel in a positive manner.
16. Experience in conflict resolution.
17. Excellent verbal and written communication skills. Legible writing skills.
18. Familiarity with Apple Mac OS X operating system.
19. Ability to work independently or in a team-oriented environment.
20. Ability to recognize and maintain confidentiality as appropriate.
21. Maintains a Class C driver's license and an acceptable driving record (in accordance with the employee's auto insurance carrier and less than two DMV points on driving record).

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.
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

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