



**ROCK**  
C H U R C H

**JOB DESCRIPTION**

Position: **Sunday/Events Producer**

Reports to: **Creative Services Director**

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

Department: **Production Arts**

Effective: **September 1, 2009**

Replaces: **All previous**

Position Number: **RC-21-09**

Posting Date: **September 11, 2009**

1st Closing Date: **September 19, 2009**

**Position Summary:** Incumbent is responsible for ensuring all aspects of Sunday services and Rock sponsored events are executed by collaborating with various Production Arts teams to create a compelling experience that brings people into the presence of God.

**Job Responsibilities and Duties:**

**Weekly:**

1. Attends all weekly meetings to prepare and arrange all aspects of Sunday services to ensure accuracy and timely delivery.
2. Provides oversight and leadership to Sunday tech crew (Stage Manager/Hosts, Maxedia, Keynote, Follow Spots and Stage Hands).
3. Collaborates with Worship Arts Director to execute service flow and inputs elements into service rundown.
4. Assists the Worship Arts Director with rehearsal support.
5. Independently executes technical rehearsals for Sundays and Events.
6. Receives content from Multimedia, works with Editor on backgrounds and inputs lyrics for Sunday.
7. Works with Technical and Worship Arts on band riders and stage blocking.
8. Recruits, trains and maintains Sunday Service Producer Volunteers.
9. Evaluates and ensures that staffing needs (both volunteer and paid staff) for Sundays and events met.

**Sundays:**

10. Meets with Senior Pastor and Worship Arts Pastor prior to the 8AM service to prep and review service rundown, which includes providing the bulletin, lesson plan, reviews and discussing any technical changes to worship, sermon video and other elements.
11. Serves as Director on the floor and directs all live action, calling cues for live performance and sermon.
12. Responsible for communicating announcements to announcing Pastors.
13. In coordination with the Worship Arts Director; evaluates service flow, makes performance notes and recommends changes for overall improvements.
14. Joins Worship Arts Director for follow up meeting with Senior Pastor directly after the first service to discuss evaluation of service flow and any necessary changes while keeping in mind Technical Arts feasibility.
  - a. Implements any necessary changes and communicates those changes timely to the following teams: Worship Arts, Technical Arts, Miles, Pastors (Announcements), Guest Bands, Speakers, Hospitality and Security teams.

15. Responsible for printing and distributing final service rundown.
16. Coordinates with Security to make emergency announcements during service as needed.

### **Event Responsibilities:**

17. Collaborates with Rock Events Manager and external Events Producer at the inception of service contracts to evaluate and discuss all technical requirements for the event.
18. In collaboration with the Rock Events Manager and external Events Producer is responsible for maintaining the event schedule.
19. Implements any necessary changes and communicates those changes timely to the following teams: Worship Arts, Technical Arts, Miles, Pastors, guest bands, speakers, Hospitality, Security, Parking and Facilities teams.
20. Responsible for printing and distributing final event rundown.

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 Services Director.

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

1. Bachelor's degree in a related field is preferred but not required.
2. Minimum of 2 to 4 years experience in a Production environment. Previous Technical Director experience preferred.
3. Understanding of all aspects of Sunday Services and live events.
4. Demonstrated ability to make independent decisions based on the vision and values of the Rock Church and Production Arts.
5. 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.
6. Encourages and motivates others, building mutual trust, respect, and cooperation among team members.
7. Proven ability to interact in a consistently positive manner with diverse external clientele, including volunteers, bands, guest speakers, vendors, visitors, etc. using a high degree of tact, diplomacy, discretion, flexibility, respect and courtesy in gesture and speech.
8. Strong attention to detail and accuracy, including excellence in oral and written communications to verbalize issues clearly and concisely.
9. Must possess strong computer skills, including proficiency with spreadsheets, databases, and word processing software. Windows based software (Excel, Word, PowerPoint) and Mac Environments.
10. Maintains positive and professional relationships with community partners to provide comprehensive coordinated and integrated services.

### **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**

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, 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.

***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.***

\_\_\_\_\_  
Incumbent's Signature

\_\_\_\_\_  
Date