



ROCK
C H U R C H

JOB DESCRIPTION

Position: **Creative Arts Director**

Reports to: **Senior Pastor**

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

Department: **Production Department**

Effective: **October 1, 2009**

REPLACES: **All previous**

POSITION NUMBER: **RC-22-09**

POSTING DATE: **October 1, 2009**

1st CLOSING DATE: **October 8, 2009**

Position Summary: Incumbent develops, organizes, manages, prioritizes and evaluates the complete operations of the Worship and Production Arts Departments, while creating an environment in which the team is motivated to deliver innovative concepts and maintain high technical and creative standards. This position serves on the Executive Execution Team of the Rock Church.

Job Responsibilities and Duties:

Production:

1. Directly accountable for the creative and technical quality of Sunday Services including video production and Worship Arts, departmental productivity, budget adherence, schedule adherence, project tracking, evaluation and reporting.
2. Ensures that each project has an approved Production Plan, Production Schedule and Production Budget and monitors adherence.
3. Provides departmental leadership and project direction while optimizing workflow and workload to achieve highest level of quality, productivity, performance, and output.
4. Monitors and tracks all projects through each phase of development and production.
5. Directly supervises all personnel involved in the production of Sunday Service, video and Worship Arts.
6. Oversees and monitors outside productions needed for the success of the Rock. (i.e. outsourced video production).
7. Ensures that all necessary permits, releases, and or licenses are obtained.
8. Negotiates equipment leases, purchases and rentals with external vendors.
9. Makes certain all external companies, freelancers, suppliers, and vendors are professionally qualified and conduct business in a Christ-like and professional manner.
10. Protects intellectual property rights of the Rock; ensures all clearances, copyright, talent contracts, music publicizing agreements and script rights have been obtained prior to usage.
11. Safeguards confidential information, Rock property and anything proprietary.
12. Continually looks for ways to expand and develop Sunday Services, Worship Arts and video content.
13. Responsible for keeping abreast of changing trends and implementing cut-edge technology to push the Rock into the future as a benchmark for other churches.

Administrative/Strategic:

14. Provides strategic counsel to Executive Execution Team and staff members on day-to-day issues, actively participates in strategic planning, visioning and goal setting.
15. Reviews the strategic plan, budget and other performance data to measure productivity and goal achievement and to determine areas needing program improvement.

16. Establishes and implements policies, goals, objectives and procedures to support the Rock Production Arts ministries.
17. Analyzes internal processes, recommends, and implements procedural or policy changes to improve operations.
18. Evaluates the work of staff and volunteers to ensure that programs are of appropriate quality and that resources are used effectively.
19. Develops and manages the departmental budget.
20. Establishes and maintains a quality control system.
21. Ensures that standards, professional practices, department procedures and Rock Governances are followed.
22. Evaluates performance of staff, operations, facility and outside suppliers and vendors; and makes changes as necessary for the success of the Rock.
23. Maintains on-going training program for staff and volunteers.

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 Pastor.

Job Skills and Requirements:

1. A Bachelor's degree or equivalent in a related discipline or equivalent experience or certification is preferred.
2. 5-7 years of experience in production company management and video production.
3. Must be able to manage the creative team from concept to completion of projects with strong leadership, while encouraging and motivating others, building mutual trust, respect, and cooperation among team members.
4. Ability to work in a high volume environment with timelines and short deadlines while maintaining solid creativity and quality.
5. Must be able to manage the execution of multiple projects simultaneously.
6. Responds promptly to requests for service and assistance; meets commitments.
7. Demonstrated ability to make independent decisions based on the vision and values of the Rock Church and Production Arts.
8. Proven ability to interact in a consistently positive manner and maintain positive and professional relationships 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.
9. Adapts to changes in the work environment; able to deal with frequent change, delays, or unexpected events with poise and professionalism.
10. 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.
11. Strong attention to detail and accuracy, including excellence in oral and written communications to verbalize issues clearly and concisely.
12. Must possess strong computer skills, including proficiency with spreadsheets, databases, and word processing software. Windows based software (Excel, Word, PowerPoint) and Mac Environments.

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.