



ROCK
C H U R C H

JOB DESCRIPTION

Position: **Multimedia Editor**

Reports to: **Senior Editor**

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

Department: **Production Department**

Effective: **October 1, 2009**

REPLACES: **All previous**

POSITION NUMBER: **RC-23-09**

POSTING DATE: **October 1, 2009**

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

Position Summary: Incumbent is a team oriented individual with a heart for ministry and strong skills in high quality multimedia editing. The Multimedia Editor 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.

Job Responsibilities and Duties:

1. Reports to Sr. Editor, collaborates with Multimedia Arts Staff.
2. Responsible for weekly Sermon Recut and Sermon Product Production.
3. Responsible for editing video for Rock TV, and all Rock Church video projects.
4. Responsible for delivering video projects from concept to completion.
5. Assists in facilitating DVD requests.
6. Assists Technical Arts Department for live events when needed.
7. Stay current and relevant to the Rock's DNA and mission, vision and values.
8. 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.
9. Presents final product to peers for approval by agreed upon deadline and makes any adjustments/changes as necessary.

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. A bachelor's degree in a related field is preferred but not required.
2. Strong team player both accepting and giving direction.
3. Ability to work well with timelines and short deadlines.
4. Ability to work in a high volume environment while maintaining solid creativity and quality.
5. Ability to communicate effectively production vision to involved personnel, through outlines, story boards, etc. when necessary. Ability to use non-linear video editing systems (such as Final Cut Pro) while working in a high volume deadline oriented environment.
6. Preferred experience with motion and still graphic programs such as Adobe Photoshop, Illustrator, After Effects, DVD Studio Pro and other related programs.
7. Ability to use still and video production camera equipment to include: audio, video and lighting.
8. Willingness to be trained for live event productions.
9. Self-motivated and flexible.
10. Strong organizational skills.
11. Excellent interpersonal communication skills.
12. Ability to interact with other ministry leaders and or personnel in a positive manner.

13. Experience in conflict resolution.
14. Excellent verbal and written communication skills. Legible writing skills.
15. Familiarity with Apple Mac OS X operating system.
16. Ability to work independently or in a team-oriented environment.
17. Ability to recognize and maintain confidentiality as appropriate.
18. 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.