



ROCK
C H U R C H

JOB DESCRIPTION

Position: **Motion Graphics Artist**

Reports to: **Internal Media Director**

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

Department : **Video/Creative Services**

Effective: **July 2010**

Replaces: **New Position**

Position Number: **RC - 24 - 10**

Posting Date: **July 8, 2010**

1st Closing Date: **July 15, 2010**

Position Summary: The Motion Graphic Artist creates motion graphic rendered files from branded marketing elements for both the internal and external media teams. Responsible for animation of all Marketing/Communications print media for the cross-platform of motion media both inside and outside of the main venue. This includes plasma loops, animated logos, name super backgrounds, etc., anything that needs cross-platform branding. The Motion Graphic Artist will interface with the Internal/External Media Directors using required assets generated from within the marketing department.

Job Responsibilities and Duties:

1. Executes Directors' concepts, renders and delivers finished media to the editors.
2. Attends and participates in weekly ministry and regular department team meetings.
3. May train volunteers who are interested in learning motion graphics as time allows.
4. Works with the Production Arts Team, which consists of Audio, Visual, Lighting, Media and Technical staff as well as volunteers.

The above summary of duties represents the major tasks, responsibilities and duties. This is not intended to be an exhaustive list of all tasks, duties and/or responsibilities. Therefore, the individual may perform other related tasks under the direction of the Director of Production.

Job Skills and Requirements:

1. Must be at intermediate level or greater on the latest CS version of After Effects and be proficient in Final Cut Pro and MAC OS.
2. 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.
3. Proven ability to interact in a consistently positive manner with external clientele, including applicants, volunteers, vendors, visitors and guests, using a high degree of tact, diplomacy, discretion, flexibility, respect and courtesy in gesture and speech.
4. Demonstrated ability to make independent decisions based on the vision and values of the Rock.
5. 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.
6. Ability to be firm but gracious in dealing with staff and ministry leaders.
7. 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.
8. Ability to work in a high volume environment while maintaining solid productivity and quality of work.
9. Identifies and resolves problems in a timely manner; responds promptly to requests for service and works well in group problem-solving situations; strong team player who meets commitments.
10. 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 Strategic Ministry Model.
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 well. Physically able to lift up to 25 lbs (with or without assistance). This position may also 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 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.

Signature

Date