

## Job Opportunity



## Competitive

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**Position:** Production Assistant

**Job Vacancy Notice#:** RC-25-06

**Location:** The Rock Church

**Salary Range:** Negotiable Depending on Experience

**Employment Category:** Regular Full-Time, Non-Exempt

**Opening Date:** July 18, 2006

**1<sup>st</sup> Closing Date:** Open Until Filled

**Area of Consideration:** All Sources

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**Brief Description of Major Duties:** Plan and execute events specific to the Production Department.

This includes the following: locating and securing appropriate venues. Reviewing contracts. Preparing documents and financial papers related to the venue and event. Handling logistics and details of event. Provide administrative support to the Director of Production. This includes the following: Managing schedule and making appointments. Preparing expense reports, check requests, PO's and other financial forms. At times, represent the Director of Production when schedule requires. Coordinate technical needs of various events and disseminate information to technicians. Manage calendar related to events that require technical support. Take notes and minutes at creative and production meetings. Participate when needed in the creative process related to weekend and event planning. Provide logistical support for special events, such as Good Friday, Easter, Crusades, etc. This includes the following: Securing and going over artist's riders. Accommodating needs of artist's riders including transportation and travel. Coordinating travel and accommodations of guests related to event. Be a liaison between the Production Department and the other ministries in regards to needs specific to an event.

**Qualifications & Requirements:** Christ-centered behavior, i.e., treating people with dignity, respect, compassion and integrity at all times. 1 year of administrative or event planning experience. Detailed oriented. Ability to work with multiple vendors, management, peers and subordinates. Excellent leadership skills. Excellent communications skills. Strong conflict resolution skills. Ability to work in a fast pace deadline oriented environment. Customer Service mindset. Proficient in Microsoft Windows based computer systems. Self-motivated and has the ability to work independently and with a team. Ability to function independently and ability to speak. Physically able to lift up to 25 lbs. (with or without assistance). This position also may require long periods of standing up and walking. Regular involvement in the Rock Church activities and events. Signed acknowledgement of the Rock Church Statement of Faith. Adheres to policies and procedures as stated in the Rock Church employee handbook. Member of the Rock Church.

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To be considered for this position, outside applicants are required to complete Application for Employment; in-house applicants are to submit an updated resume. Employee's performance and attendance record will be taken into consideration at the time of the selection process. Selection for an interview does not guarantee promotion or appointment to the position. As part of the employment process, The Rock Church may obtain a Criminal Record Check.

The Rock Church provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Human Resources. The decision on granting reasonable accommodation will be on a case-by-case basis.

Full consideration will be given to all qualified applicants without regard to race, sex, color, age, physical handicap, or national origin. As a Christ-oriented, Bible-believing organization, The Rock Church does reserve the right to exercise preference on the basis of religion in all of its employment decisions. To apply please visit the website at [www.therocksandiego.org](http://www.therocksandiego.org) and fill out the application and email application and resume to [hr@therocksandiego.org](mailto:hr@therocksandiego.org). Or mail application and resume to Human Resources, 2448 Historic Decatur Road #105, San Diego CA 92106. All mailed applications must be received by the closing date to be considered for the position.

