



ROCK
C H U R C H

JOB DESCRIPTION

Position: **Technical Arts Producer**
Reports to: **Executive Director,
Production & Creative Arts**
Position Status: **Regular Full-Time Exempt**

Department: **Production & Creative Arts**
Effective: **September 2010**
Replaces: **New Position**
Position #: **RC - 36 - 10**
Posting Date: **September 28, 2010**
1st Closing Date: **October 5, 2010**

Position Summary: The Technical Arts Producer is responsible for ensuring all technical arts aspects of Sunday services and special events are executed with excellence and integrity. The Technical Arts Producer reports to the Executive Director of Production & Creative Arts.

Job Responsibilities and Duties:

1. Lead weekly Technical Arts Meeting for Sunday/Event preparation.
2. Attend all necessary meetings for preparation of technical and Sunday/Event details.
3. Provides oversight and leadership to Sunday tech crew (Stage Manager, Graphics Operator, Lighting, Audio and IMAG).
4. Collaborates with Worship Arts, Technical Arts, Video Arts, and Executive Director to execute weekly Sunday service.
5. Responsible for gathering all technical & video assets for Sunday Services and Events execution – working in partnership with Technical Arts Director.
6. Evaluate and ensure the staffing needs (both volunteer and paid staff) for Sundays/Events are met.
7. Manages and coordinates the calendar, budgets, and weekly administrative aspects of the Technical Arts Dept. in concert with Technical Arts Director.
8. Supervises the Volunteer Coordinator for Production & Creative Arts.
9. Responsible for Technical Direction at all Sunday services and special events (hands on or recruiting/equipping high capacity volunteers and/or staff).
10. Coordinates with Security to make emergency announcements during service as needed.
11. Works alongside staff and external clients to evaluate and review all technical arts requirements for special events.

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 Executive Director, Production & Creative Arts.

Job Skills and Requirements:

1. Bachelor's degree in a related field is preferred but not required.
2. Minimum of 4 to 6 years experience in a Production environment. Previous Technical Director experience preferred.
3. Demonstrated ability to make independent decisions based on the vision and values of the Rock Church and Production Arts.
4. Demonstrated skills and techniques to recognize problems and find solutions that uphold values of excellence and loving people first.
5. Encourages and motivates others, building mutual trust, respect, and cooperation among team members.

6. Proven ability to interact in a consistently positive & flexible manner with diverse external clientele, including volunteers, bands, guest speakers, vendors, visitors, etc.
7. Must possess strong computer skills, including proficiency with spreadsheets, databases, and word processing software. Windows based software (Excel, Word, PowerPoint) and Mac Environments.
8. 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 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. 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.