

Job Opportunity



Competitive

Position: Multi-Media Producer

Job Vacancy Notice#: RC-20-05

Location: The Rock Church

Salary Range: Negotiable Depending on Experience

Employment Category: Regular Full-Time, Non-Exempt

Opening Date: 1 July 2005

Closing Date: Open Until Filled

1st Cut-Off Date 15 July 2005

Area of Consideration: All Sources

Brief Description of Major Duties: The Multimedia Producer is responsible for the video production of all assigned projects from conceptualization to final product. The incumbent will maintain all necessary records and documentation of inventory and media footage. The Multimedia Producer works under the direct supervision of the Director of Production Services. Collaborates on conceptualization of video production for assigned video projects. Coordinates video shoot and edit dates to meet deadlines. Sets up on location equipment including camera, audio and lighting gear. Gives direction to participants in video shoots. Responsible for final production of video through editing. Presents final cut to management for approval by agreed upon deadline and makes any adjustments/changes as necessary. Ensembles master reels for use during weekend services. Maintains a catalogued library of stock footage as a production resource as well as logs and archives all video projects. Coordinates with web master to facilitate necessary on line media. Responsible for maintaining inventory of production supplies; proactively requisitioning supplies as necessary. Creates, coordinates and/or incorporates graphic content into video production. Coordinates and oversees all multi-media volunteer staff.

Qualifications & Requirements: Christ-centered behavior (treating people with dignity, respect, compassion and integrity at all times). Ability to work well with timelines and short deadlines. Ability to work in a high volume environment while maintaining solid creativity and quality. Ability to communicate effectively production vision to involved personnel, through outlines, story boards, etc. when necessary. Ability to use non-linear video editing systems while working in a high volume deadline oriented environment. Ability to use still and video production equipment to include: audio, video and lighting. Self-motivated and flexible. Strong organizational skills. Excellent interpersonal communication skills. Ability to interact with other ministry leaders and or personnel in a positive and customer focused manner. Experience in conflict resolution. Excellent verbal and written communication skills. Legible writing skills. Familiarity with MS Windows operating system: MS Word, MS Excel, Internet Email and Internet usage. Ability to work independently or in a team-oriented environment. Ability to recognize and maintain confidentiality as appropriate. 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). 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. Must be a member of the Rock Church.

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: visit the website at www.therocksandiego.org to download the application; 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.