



ROCK
C H U R C H

JOB DESCRIPTION

Position: Production Administrator

Reports to: Sunday Producer

Position Status: Part-Time, Non-Exempt

Department: Creative

Effective: January 2013

Replaces: All Previous

Position Number: RC-35-12

Posting Date: 12/6/2012

1st Closing Date: 12/13/2012

Position Summary:

The Production Administrator is responsible for all Sunday Production volunteer coordination as well as staffing special events with volunteers. In addition, this position oversees the Production Ministry by providing administrative support, as well as spiritual guidance. Incumbent reports directly to the Sunday Producer.

Job Responsibilities and Duties:

1. Oversees all departmental administration to include but not limited to answering and screening phone calls and emails, ordering supplies, taking notes at meetings, updating ministry web site, web research and other administrative tasks as assigned.
2. Coordinates, trains and deploys volunteers to assist with weekend service responsibilities.
3. Assists in the planning and organization of department events, including Production volunteer appreciation events.
4. Coordinates weekly volunteer schedule, emails Sunday information, and schedules trainings as well as interviews / shadow dates for new volunteers.
5. Recruits and builds relationships with local colleges & high schools to grow volunteer team and create a formalized internship process.
6. Manages and maintains the Green Room.
7. Responsible for managing the Production budget.
8. Works with the Production Arts Team, which consists of Audio, Visual, Lighting, Media and Technical staff and volunteers.
9. Attends and participates in weekly ministry and regular department team meetings.

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 Sunday Producer.

Job Skills and Requirements:

1. One to two years of administrative work required.
2. One to two years of volunteer involvement in Sunday, Events or related ministry preferred.
3. Experience working with Production Crew & equipment preferred.
4. Proficient in Mac OS X operating system & Microsoft Office applications.
5. Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.

6. Pleasant personality and proven ability to interact in a positive manner using a high degree of tact, diplomacy, discretion, flexibility and courtesy in gesture and speech.
7. 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.
8. Strong organizational skills and attention to detail and accuracy, including excellence in oral and written communications to verbalize issues clearly and concisely.
9. Self-motivated and flexible with demonstrated ability to work independently, think creatively, manage multiple tasks and use time effectively.
10. Ability to recognize and maintain confidentiality as appropriate.

Employee Expectations:

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 Rock Governance system.
4. Successful completion of both a background and reference check.
5. Pleasant and professional personality and appearance.
6. Regular attendee of a Rock Sunday service.
7. Regular involvement in Rock Church activities, ministries and events.
8. Attendance at all mandatory meetings and events as needed. This includes serving at Good Friday, Easter and Christmas services.
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.

Physical Requirements:

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.

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 an 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.