



**ROCK**  
CHURCH & TRAINING CENTER

### **JOB DESCRIPTION**

Position: **Audio/Visual Technical Associate**

Reports to: **James Allen**

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

DEPARTMENT: **Production**

EFFECTIVE: **August 2, 2005**

REPLACES: **All previous**

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DIVISION HEAD APPROVAL: \_\_\_\_\_

HUMAN RESOURCES APPROVAL: \_\_\_\_\_

FIRST CUT OFF DATE: **August 16, 2005**

**Position Summary:** This position will be responsible to assist the Audio/Visual Technical Director, providing support for various church productions including weekend services and mid week events.

### **Job Responsibility and Duties:**

1. Assist in fulfilling audio requirements for all church functions.
2. Assist in fulfilling technical aspects for video production for specified church functions.
3. Assist in fulfilling lighting requirements for all stage productions.
4. Participate in set building and stage management.
5. Assist in coordination/implementation of weekend service rundown for assigned services.
6. Assist with research/maintenance of necessary equipment.
7. Assist in development/coordination of staff and volunteer teams.
8. Participate in maintenance of necessary copyright licenses.
9. Participate in necessary production meetings.
10. Participate in fulfilling audio, video, and lighting requirements for para-church functions as necessary.

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 Miles Ahead Executive Director and the Outside the Box Consultant, Production Team Leader.

### **Job Skills and Requirements:**

1. Christ-centered behavior, i.e., treating people with dignity, respect, compassion and integrity at all times.
2. Excellent Leadership skills.
3. Excellent Communications skills.
4. Strong conflict resolution skills.
5. Ability to work in a fast pace deadline oriented environment.
6. Customer Service mindset.

7. Technical ability to work on a variety of sound/video/lighting systems.
8. Proficient in Microsoft Windows based computer systems.
9. Self-motivated and has the ability to work independently and with a team.
10. Regular involvement in the Rock Church activities and events.
11. Member of the Rock Church.
12. Signed acknowledgement of the Rock Church Statement of Faith.
13. 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 65 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. Only the Head Pastor of The Rock Church has the authority to make any such agreement and then only in writing.

***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.***

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Incumbent's Signature

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Date