



ROCK
C H U R C H

JOB DESCRIPTION

Position: **Director of Photography**
Reports to: **Production/Creative Arts Director**
Position Status: **Regular Full-Time Exempt**

Department: **Production Arts**
Effective: **July 15, 2010**
Replaces: **NA**
Position Number: **NA**
Posting Date: **NA**
1st Closing Date: **NA**

Position Summary: The Director of Photography (aka: DP) is a critical member of the Video Arts Team and responsible (primarily) for anything videotaped or photographed in addition to overseeing the studio, camera equipment, and field all equipment.

Job Responsibilities and Duties:

1. Primary camera shooter, responsible for excellent acquisition of video for both internal and external video needs of the Rock Church, Miles Ahead, and Do Something World.
2. Responsible for maintaining an organized, equipped, and functional studio.
3. Supervises and works alongside Managing Coordinator to oversee the inventory of all field equipment.
4. Works with director, producer, and/or writer to establish creative vision for videos prior to shooting.
5. Responsible to direct and oversee lighting needs for each project – at times working with contractors and volunteers.
6. Trains and equips high-capacity volunteers, working with volunteer coordinator to develop process and training path.
7. As DP, the task of camera shading should be possible when needed on Sunday.
8. At times DP will be required to edit, depending on workload and need within editing team.

The above summary of duties represents the major tasks, responsibilities and duties. This is not intended to be an exhaustive list of all tasks, duties and/or responsibilities. Therefore, the individual may perform other related tasks under the direction of the Production/Creative Arts Director.

Job Skills and Requirements:

1. Demonstrated skills and techniques consistent with world-class DP.
2. Proven ability to interact in a consistently positive manner with external clientele, including applicants, volunteers, vendors, visitors and guests, using a high degree of tact, diplomacy, discretion, flexibility, respect and courtesy in gesture and speech.
3. Demonstrated ability to make independent decisions based on the vision and values of the Rock Church and the Video/Production Dept.
4. Strong attention to detail and accuracy, including excellence in oral and written communications to verbalize issues clearly, concisely, and competently in positive or negative situations.
5. Must possess strong knowledge of all required editing and filming software.
6. Willingness to grow and learn under professionals with more time and skill than is currently within your ability.
7. Adapts to changes in the work environment; able to deal with frequent change, delays, or unexpected events with poise and professionalism. Quickly adjusts to changing priorities.

8. Ability to work in a high volume environment while maintaining solid productivity and quality of work.
9. Self-motivated and flexible with strong organizational skills and the ability to work well with timelines and short deadlines.

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 well. Physically able to lift up to 50 lbs (with or without assistance). This position may also 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.

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.

Name

Date