



ROCK
C H U R C H

JOB DESCRIPTION

Position: **Senior Editor (Internal)**
Reports to: **Internal Media Director**
Position Status: **Regular, Full-Time Exempt**

Department : **Video/Creative Services**
Effective: **July 2010**
Replaces: **All previous**
Position Number: **RC - 25 - 10**
Posting Date: **NA**
1st Closing Date: **NA**

Position Summary: The Senior Editor will be responsible for all final cuts of live venue videos (Rock TV), blending the looks for worship videos and also video content for events. Among other responsibilities, this position will supervise, advise and mentor Junior Editor and work with the Production Arts Team staff and volunteers.

Job Responsibilities and Duties:

1. Responsible for all final cuts of live venue videos (Rock TV), blends the looks for worship videos, and also video content for events.
2. Supervise, advise and mentor Junior Editor.
3. Receive assets from Junior Editor as well as makes the final pass on the story cut (if any).
4. Responsible for color grading, timing, looks, etc.
5. Maintains weekly status updates.
6. Works with the Production Arts Team, which consists of Audio, Visual, Lighting, Media and Technical staff and volunteers.
7. Work with the House Audio Mixer on final mix/master as needed.
8. Minor motion graphics (for elements that are not branding-critical).

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 Internal Media Director.

Job Skills and Requirements:

1. May do minor motion graphics (elements that are not branding-critical).
2. Should be intermediate to advanced level on Final Cut Pro; minimum of five year of experience is preferred.
3. Must have at least 3 year's experience with Adobe After Effects.
4. 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.
5. 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.
6. Demonstrated ability to make independent decisions based on the vision and values of the Rock Church and the Production Arts Department.
7. 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.
8. Ability to be firm but gracious in dealing with staff and ministry leaders.
9. 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.
10. Ability to work in a high volume environment while maintaining solid productivity and quality of work.
11. Identifies and resolves problems in a timely manner; responds promptly to requests for service and works well in group problem-solving situations; strong team player who meets commitments.

12. 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 25 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.