

Job Opportunity



Competitive

Position: Associate Producer for Production

Job Vacancy Notice#: RC 30-06

Location: The Rock Church – Production

Salary Range: Negotiable Depending on Experience

Employment Category: Regular Full-Time, Exempt

Opening Date: August 7, 2006

Closing Date: Open Until Filled

Area of Consideration: All Sources

Brief Description of Major Duties: The Associate Producer for Production is responsible for the production of all assigned projects from the Director of Production through the Creative Director for Production. Responsibilities range from conceptualization to final product. The incumbent will maintain all necessary records and documentation of inventory and media footage. The Associate Producer for Production works under the direct supervision of the Creative Director for Production. Involved in all relevant development related to promotions and video. Assists Creative Director for Production with content and direction of video elements related to the Rock Church and its affiliates. Maintains a professional level of production for RockTV and all other in-service content, looking toward the future as it relates to television broadcast. Maintains creative control and direction of video projects from conceptualization to completion as assigned by the Creative Director for Production. Works with the Coordinating Producer to help coordinate video shoots and edit dates for assigned projects to meet deadlines. Directs and assists (when necessary) the setting up of location equipment for assigned projects. Directs projects on location or on-set. As the director, has the final word on location or on-set. Presents final cut to management for approval by agreed upon deadline and makes any adjustments/changes as necessary. Helps in the conceptualizing process with the Director of Production, Worship Arts Pastor and Creative Director for Production in the creation of media for weekend worship. Maintains a catalogued library of stock footage as a production resource as well as logs and archives all video projects. Continually researches and follows trends that are relevant to the Rock Church's demographic and keeping in line with the "Save. Equip. Send." philosophy. Responsible for maintaining inventory of production supplies; proactively requisitioning supplies as necessary. Creates, coordinates and/or incorporates relevant graphic content into video production.

Qualifications & Requirements: Christ-centered behavior (treating people with dignity, respect, compassion and integrity at all times). A bachelor's degree in a related field is preferred but not required. Strong team player both accepting and giving direction. 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 (such as Final Cut Pro) while working in a high volume deadline oriented environment. Understanding of motion and still graphic programs such as Adobe Photoshop, Illustrator, After Effects, Macromedia Flash, Apple Motion, DVD Studio Pro and other related programs. 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 Apple Mac OS X operating system. 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.