

## RMS Application Guidelines

### **Available Opportunities/ Volunteer Jobs:**

#### **Assistant Director:**

Asst Director acts as the main liaison between the Director and Production Team. They are responsible for ensuring implementation of production and production schedule. They will also direct Video Productions if Director is unable to attend. They will communicate with all sub directors to schedule/control scheduling and meetings.

#### **Video Director:**

The video director is in control of what happens in the recording under the direction of the Assistant Director and Director. They control the camera shots and switch between the cameras in a live format setting.

#### **Multimedia Director(s):**

The multimedia director operates the computers and machines that are necessary to play videos, worship lyrics, Bible verses, announcements and other content that is used in the service.

#### **Head Camera Director:**

The head camera director is responsible for communicating information to the camera team operators. They are also expected to teach the camera operating class to those who are interested. They also are responsible for lining up camera operators for each service with the assistant director.

#### **Camera Team Operators:**

Camera team members provide camera operation for Wednesday Night and Sunday Night filming of services. Camera Team members will also help with various production services that RMS provides.

#### **Sound Technician:**

The sound technician is responsible for supporting the band, speaker, and all on stage personnel as they lead or communicate to the audience. They focus on providing excellent sound quality for the audience and musicians/speakers to hear.

#### **Lighting Technician:**

The lighting technician prepares and operates the equipment used to light the stage and room. Their focus is on illuminating properly, creating various atmospheres, and focusing attention on certain individuals and parts of the service.

**Job Requirements:**

**Assistant Director:**

Responsible for working with Director to create project and production calendar and the implementation of such calendar. Required to contact production team sub directors weekly and provide team with assignments, meetings, and projects. Required to attend brainstorming session with production team.

**Video Director:**

Responsible for all recording and switching in services. Required to attend brainstorming session with production team.

**Multimedia Director:**

Responsible for providing services with lyrics and videos. Required to attend brainstorming session with production team.

**Head Camera Director:**

Responsible for scheduling camera operators for each service. Also they must be in contact with the Assistant director to discuss scheduling, production notes, and projects that need camera operators. Required to attend brainstorming session with production team.

**Camera Team Operators:**

Must complete camera-operating class. Must be available to film Aftershock services at least twice a month. They are responsible for set-up and tear down of Camera equipment for services. Camera team will coordinate with Head Camera Director for services and projects involving Camera use. Must be willing to operate camera at RMS video projects/outings (if asked to). Required to attend meeting sessions, not brainstorming sessions.

**Sound Technician:**

Responsible for being present at practice sessions of the band. They are also responsible for being at services/events early to set up sound equipment and conduct sound checks. They must also be able to run sound for special events (if needed). Required to attend meeting sessions, not brainstorming sessions.

**Lighting Technician:**

Responsible for being at services/events early to setup and check all lighting equipment. They must program any special effects that are needed from the lights (if needed). Required to attend meeting sessions, not brainstorming sessions.

**Commitment:**

*Potential Applicants are asked to prayerfully consider the position they would like to apply for. Selected applicants will be granted a one (1) year contract for their selected position. At the end of the one (1) year, team members will be evaluated based upon performance, attendance, and desire to return. Those team members who wish to return will be tenured another contract for one (1) year. This process will continue until the applicant no longer desires to be involved or their performance/attendance dictates removal from the team.*

**Attendance:**

*RMS Video understands that this is a voluntary position. We are grateful for your willingness to sacrifice your time and commit to this ministry. Nevertheless, to ensure quality control and eliminate stress for other team members, the following attendance policy will be implemented and enforced:*

**Excused Absence:**

*An excused absence is defined as where the team member contacts the Asst. Director or Director at least 12 hours prior to scheduled meeting/project/service. This can be done through phone or via e-mail. We know you have a life and it is okay if you have to miss. Just tell us in advance.*

**Unexcused Absence:**

*An unexcused absence is defined as when a team member does not show up to a scheduled meeting/project/service and does not notify the Director or Asst. Director. The team member CANNOT tell another team member in place of the Director or Asst. Director. Excessive unexcused absences could result in removal from the RMS Production team.*

**Leave of Absence:**

*Team members are granted a leave of absence due to hardship on family or school related issues once per contract. This leave of absence will last until the end of the current RMS Team contract year. If the directors and the team member desire, the team member may be re-instated under normal terms at the start of the new contract year. If team member needs another leave of absence, the Directors will determine whether or not to allow the requested leave or remove the team member from the team.*

**Specific Guidelines:**

1. *Should be a dedicated worker who agrees to help whenever needed.*
2. *Must operate only the equipment assigned to you.*
3. *Changing/Modifying equipment settings are prohibited.*
4. *If equipment malfunctions seek help to fix the issue.*
5. *Surfing the Internet is prohibited.*
6. *If permission is granted to use the Internet, it must be done before or after service, it is a violation if used during service.*
7. *If permission is granted to use the Internet, it is a violation to look at and/or search inappropriate material. It is also a violation to join chat rooms.*
8. *It is a violation to navigate through the computer and/or play games.*
9. *Respect all authority and be considerate of services.*
10. *The operator is responsible for anything that happens to the equipment while using it.*
11. *If unable to work on your assigned day/night, the director or asst. director must be informed 12 hrs ahead of time.*
12. *Must be on time to services, if unable the director or asst. director must be informed asap.*

**RMS Production Team Application Packet**

**Application:** *Instructions: Answer all questions. Read guidelines. Sign and date the form.*

**PERSONAL INFORMATION:**

First Name \_\_\_\_\_

Middle Name \_\_\_\_\_

Last Name \_\_\_\_\_

Street Address

\_\_\_\_\_

City, State, Zip Code

\_\_\_\_\_

Phone Number (Home / Cell)

(\_\_\_\_) \_\_\_\_\_

E-mail Address

\_\_\_\_\_

**POSITION/AVAILABILITY:**

Please list desired position in this section. Please write down times available as of right now (while in school) we can re-assess times once summer break is here.

**Position Applied For (please list all that you desire)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Days/Hours Available**

Wednesday \_\_\_\_\_ Sunday \_\_\_\_\_

**What date are you available to start helping?**

\_\_\_\_\_

**Do you have a Driver's license and can provide your own transportation?**

Y / N

**If NO, will you have transportation for going to and from RMS Video Services/Meetings/Projects?**

Y / N

**EDUCATION/EXPERIENCE:**

**Name Of School - Degree/Diploma - Graduation Date**

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**Skills and Qualifications: Licenses, Skills, Training, Awards**

*Please include any acting classes, computer classes, TV classes etc. that you have taken that would help you with this position. Also, please list any previous experience you have in these areas:*

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**Faith Based/ Commitment:**

**Are you a regular attendee of Princeton Pike Church of God?**

Y / N

**If NO, Where do you regularly attend?**

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***Basic Statement of your Personal Christian Testimony***

*(including an explanation of the basis of your salvation and what Jesus Christ means to you in your daily life)*

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**Please explain why you want to be a part of the RMS Video Team:**

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**RMS Production Team Application Packet**

*I certify that I understand the section on commitment and will comply with the request.*

*I certify that information contained in this application is true and complete.*

*I certify that I agree with all the guidelines and with respect and honor them.*

*I understand that if later it is revealed that the information is false it is grounds for removal from the RMS Production Team.*

**Signature**\_\_\_\_\_

**Date**\_\_\_\_\_

**Please turn in signed copy to Dustan or the Media Booth at Aftershock Youth Service. If filled out online, send completed copy to:**

**[dustan@ppcog.com](mailto:dustan@ppcog.com) or [media@aftershockuth.com](mailto:media@aftershockuth.com)**