



Film Project Manager

Christ In Youth
2201 N. Main St.
Joplin, MO 64801
417.781.2273
Email your resume to ciyhr@ciy.com

Purpose: The Film Project Manager is responsible for planning, managing, and helping creatively problem solve all CIY Films projects.

Missional Alignment: Amplifies Christ's call by helping CIY deliver compelling films to our events and online, on time and within budget, that will inspire CIY's online and event audiences to do Kingdom Work.

Reports to: Head of Film

Roles

1. Film Project Manager

Primary Responsibilities

1. Prepare and coordinate Content/Story film budgets specific to assigned projects
2. Oversee preliminary search and survey of all locations and the completion of business arrangements for those locations
3. Coordinate arrangements for the transportation and housing of cast, crew and staff as well as transport of equipment
4. Oversee the securing of releases and negotiate locations and personnel.
5. Maintain a liaison with local authorities regarding locations and the operation of the company
6. Hire all crew and schedule all gear rentals as well as handle invoicing for crew and gear
7. Track all deadlines and projects related to film projects
8. Schedule project specific meetings with Programming/Story
9. Assertive in continuing education while at CIY and away from CIY (blogs, articles, video tutorials, seminars, etc)

Qualifications

1. Must be committed to Jesus Christ, spiritually mature.
2. Must be committed to the mission of Christ In Youth.
3. Must be a team player who is assertive and works effectively with other team members and contracted staff.
4. Must demonstrate excellent written and oral communication skills and have the ability to communicate clearly and directly.
5. Must demonstrate the ability to think creatively about problems and ability to address conflict.
6. Must demonstrate excellent organizational and time management skills and be able to handle multiple projects at once.
7. Must live in submission to CIY's Culture Statement (see Cultural Expectations).
8. Ability to balance artistic vision with realistic compromises.
9. Understanding/Usage in the following Software: Adobe Premiere, Adobe After Effects, Microsoft Word, Microsoft Excel
10. Exhibit attention to detail and a commitment to excellence.
11. Ability to meet inflexible deadlines.

Time

1. 40-hours/week, salary-exempt position
2. This position demands someone who desires to invest at least 3 years of his or her life into this ministry.
3. This position will have up to 30 days/year of travel.
4. Standard office hours of 8-5 are expected (1-hour lunch break).

Benefits

As outlined in the Policy Manual and Contract

Cultural Expectations

In order to honor Christ in our work and ministry culture, we commit ourselves to live by the values listed below. We unite in all of these things to amplify the call of Christ in a student's life to be a Kingdom worker. We will work together daily to cultivate a healthy environment, founded upon biblical standards from which creativity and excellence flow. By signing below, we agree to be held accountable to live by these standards.

1. I will set an example of TRUTH by being honest in word and deed.
2. I will carry a spirit of LOVE towards all staff, our families, the local church, and the people with whom I interact.
3. I will have the heart of a SERVANT to the CIY family, to my local church, and to the world around me.
4. I will promote UNITY and make every effort to live in peace with all people.
5. I will be a good STEWARD of people, time, finances, and resources.
6. I will reflect EXCELLENCE in my work ethic and seek to continually improve the efficiency and effectiveness of events, trips, and resources.
7. I will continually PRAY for my team, leaders, and endeavors.
8. I will contribute to an environment that is FUN and creative.
9. I will speak the truth in love and will maintain a POSITIVE ATTITUDE while dealing with difficult circumstances or people.

I recognize that by adhering to the above values, the decisions we make will positively impact **Christ's Kingdom**, **Student Ministry**, our **Programs**, our **Customers** and the organization of **Christ In Youth**.