

## **Film Project Manager**

### Christ In Youth

**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:** CIY Films Team Lead

#### **Core Tasks**

1. Prepare breakdown and preliminary shooting schedule
2. Prepare and coordinate programming/marketing film budgets, general film budget and film capital purchases including invoicing from subcontractors
3. Oversee preliminary search and survey of all locations and the completion of business arrangements for those locations
4. Assist in the preparation of the production to ensure continuing efficiency
5. Supervise completion of the Production Report for each day's work, showing work covered and the status of the production
6. Coordinate arrangements for the transportation and housing of cast, crew and staff as well as transport of equipment
7. Oversee the securing of releases and negotiate for locations and personnel
8. Maintain a liaison with local authorities regarding locations and the operation of the company
9. Hire all crew and schedule all gear rentals
10. Maintain CIY Films calendar so that shoots don't negatively overlap
11. Liaison between film and programming/marketing, tracking deadlines and project assets
12. Schedule all film meetings with programming/marketing

#### **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. Knowledge in script breakdowns and generating call sheets.
9. Understanding/Usage in the following Software: Excel, Sharepoint, Studiobinder, WriterDuet

#### **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 80 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**