

Production Manager

1. Prerequisites:
 - a. Must be a Seventh-day Adventist in good and regular standing.
 - b. Must have multi-task capabilities.
 - c. Must have good attention to detail.

2. Job Title:
 - a. Production Manager

3. Management:
 - a. Nighttime Director is your down-line manager.
 - b. Center for Youth Evangelism Director is your appeals manager.

4. Primary Duties:
 - a. Should be in place five years before camporee.
 - b. Script Development
 - c. Logo Design
 - d. Music Development for drama production.
 - e. Store Costume and Props in a temperature control environment.
 - f. Take inventory of Props/ Costumes.
 - g. Director of Nighttime for 10-acre location.
 - h. Will oversee and coordinate the placement of walls, fences, baptismal pools, sound, lighting and audio and visual stage.
 - i. Coordinate with set builder to ensure adequate construction of main stage.

5. Salary/hourly/volunteer

6. Support
 - a. Non-disclosure: Hourly worker, contract employee or student worker (stipend) agrees not to disclose ANY information to anyone outside of Center for Youth Evangelism or campus ministries that is in electronic form or hard copy form unless written authorization is given by Center for Youth Evangelism or campus ministries administration. If hourly worker, contract employee or student worker makes disclosure of information owned or created by hourly worker, contract employee or student worker for Center for Youth Evangelism or campus ministries while contracted by center for youth evangelism or campus ministries, immediate termination could take place.
 - b. Non-compete: Hourly worker, contract employee or student worker agrees not to perform like ministries offered by Center for Youth Evangelism or campus ministries and use material created by Center for Youth Evangelism or hourly worker, contract employee or student worker created

while contracted by Center for Youth Evangelism or campus ministries for a period of two years from termination of contract or leaves department.

- c. Non-professional disclosure: Hourly worker, contract employee or student worker agrees not to disclose any personal information and agreements to other persons associated with Center for Youth Evangelism or campus ministries or non-associated with Center for Youth Evangelism or campus ministries that has been agreed upon by both parties, whether in electronic format or hard copy format.
- d. Copyright Ownership: Contractor acknowledges that the Work provided by Contract to Center for Youth Evangelism is a work made for hire. Notwithstanding the above, Contractor grants, sells, assigns and transfers exclusively to Center for Youth Evangelism, its successors, assigns, and legal representatives any and all rights, title and interest of any sort that the Contractor may have in the Work including copyright and the ownership thereof, and all rights subsumed thereunder, under the copyright laws of the United States and all foreign countries including, without limitation, the exclusive right to reproduce, prepare derivative works based upon, distribute copies to the public by sale of, and perform as well as display, the Work, and the Contractor retains no rights of any sort to the Work. In conjunction with this assignment, the Contractor expressly grants to Center for Youth Evangelism the right to further license or assign to others the various rights granted herein by the Contractor to Center for Youth Evangelism, and agrees to execute all documents of any kind necessary to effectuate the assignment of rights hereby granted and to take all steps necessary to assign to and make Center for Youth Evangelism the owner of all rights to copyrights and copyright renewals for the Work.

Sign: _____ Date: _____
Name

Sign: _____ Date: _____
Name: Ron Whitehead (CYE Director)

Sign: _____ Date: _____
Name: Vern Byrd (Operations Director)