

**POSITION TITLE: Intern, Arts**

**DEPARTMENT: Arts**

**CAMPUS OR TEAM: Campus**

**REPORTS TO: Arts Director**

**HRS PER WEEK: 25**

### POSITION SUMMARY

The Campus Arts Intern is a campus' steward of our mission to introduce people to Jesus and the life-changing adventure with him. Their primary focus is gaining comprehensive leadership experience in the arts, while engaging in ministry elements that best fit their giftings.

### POSITION RESPONSIBILITIES:

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Gain a full understanding of these leadership responsibilities and execute per the direction of their Direct Report:

- Recruiting and developing Production & Music DreamTeams for Weekend Services and events. This includes ensuring the DreamTeam member
  - Completes Growth Track
  - Receives full training before being scheduled to serve on their own
  - Is informed of the weekend standards of execution
- Scheduling the weekend DreamTeam and ensuring every open position for the weekend is fulfilled.
- Carry vision for weekend programming and execute locally with excellence.
- Communicate vision and creative direction of the weekend programming to Campus Team.
- Building community and cultivating spiritual growth within Campus Production & Music DreamTeams
- Attending weekly department & Campus staff meetings
- Lead weekly rehearsals and weekend run-throughs.
- Contribute to the Central Support creative process as needed (programming, chord charts, clicks/tracks, etc.)
- Work with Central Support to ensure all technical needs for the weekend services are met including equipment maintenance, lighting requirements, implementing production and music standards, etc.
- Communicate Campus-specific needs, feedback, and issues to Central Support via the established protocols.
- Execute stage design changes under the direction of Central Support.

## POSITION REQUIREMENTS:

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- Being a tithing Missional Member in good standing at CedarCreek Church
- Attendance at a weekend service and in a Group or on the DreamTeam
- Modeling and championing the Mission, Vision, and Core Values of CedarCreek Church
- Honoring the CedarCreek Church Staff 10 Points of Accountability
- Championing the 5 Agreements of CedarCreek Church Understanding and commitment to the Spiritual Journey
- Can execute a weekend Music or Production role at a high level
- Is familiar with Music and Production software and systems (Abelton, Planning Center, etc.)

## MEASUREMENTS:

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The position will be evaluated by the following quantifiable measurements:

- Music and Production teams are fully staffed and trained every weekend
- Hitting deadlines on all projects (clicks/loops, stage set, scheduling, submitting creative ideas)
- Number of new musicians and production team members added through GrowthTrack

## ACCOUNTABILITIES:

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The position will also be held accountable for the following:

- Ensuring that Staff, Church, Campus, and Ministry values are upheld personally and among the DreamTeam
- Maintaining good fiscal responsibility, stewarding resources with excellence
- Maintaining unity within all Departments, Campuses, and Ministry Areas
- Maintaining a positive mental attitude regarding the Church and its Leadership and Ministry Services in the presence of Guests, DreamTeam Members, and Staff at all times

## DISCLAIMER

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Nothing in this job description restricts the right of the Position's Direct Report to assign or reassign duties and responsibilities to this job at any time. This is an at-will position and can be terminated at any time.

ADA List for Physical Activities and Requirements, Visual Acuity, and Working Conditions of the Position:

- **Climbing.** Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. **This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.**
- **Balancing.** Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. **This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.**
- **Stooping.** Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- **Kneeling.** Bending legs at knee to come to a rest on knee or knees.
- **Crouching.** Bending the body downward and forward by bending leg and spine.
- **Crawling.** Moving about on hands and knees or hands and feet.
- **Reaching.** Extending hand(s) and arm(s) in any direction.
- **Standing.** Particularly for sustained periods of time.
- **Walking.** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- **Pushing.** Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- **Pulling.** Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- **Lifting.** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- **Fingering.** Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping.** Applying pressure to an object with the fingers and palm.
- **Feeling.** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **Talking.** Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- **Hearing.** Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
- **Repetitive motion.** Substantial movements (motions) of the wrists, hands, and/or fingers.

#### Physical requirements of this position.

- **Medium work.** Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

The visual acuity requirements including color, depth perception, and field vision.

- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.

The conditions the worker will be subject to in this position.

- The worker is subject to environmental conditions. Protection from weather conditions but not necessarily from temperature changes.
- The worker is subject to both environmental conditions. Activities occur inside and outside
- The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above ambient noise level.
- The worker is subject to vibration. Exposure to oscillating movements of the extremities or whole body.
- The worker is subject to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.
- The worker is subject to atmospheric conditions. One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dust, mists, gases, or poor ventilation.