

POSITION TITLE: Intern, Online Production

INTERN NAME:

DATE:

SUPERVISOR:

SENIOR DIRECTOR:

| Position Responsibilities | Experiences/Trainings to Complete | Due Date |
|---|---|----------|
| <ul style="list-style-type: none"> - Attend All-Staff Meetings - Attend Central Arts Meetings - Attend Production Meetings | <ul style="list-style-type: none"> - Develop weekly schedule | |
| <ul style="list-style-type: none"> - Recruit, train, care for & develop the Online Production DreamTeam | <ul style="list-style-type: none"> - Observe an expert casting vision in Growth Track Week 4 and complete an observation form - Co-lead arts portion of Growth Track Week 4 one time with the expert - Begin filling in during Growth Track Week 4 as needed - Observe an expert leading Huddle for Weekend Experiences and complete an observation form - Co-lead Huddle for Weekend Experiences with the expert - Lead Huddle for Weekend Experiences while the expert observes and provides evaluation - Begin leading Huddle for Weekend Experiences alone as needed | |
| <ul style="list-style-type: none"> - Assist the Director of Online Production in planning content and service flow specific to the Online Campus - Working with Central Production Staff and Perrysburg Production Director to ensure all technical needs for the weekend services are met. | <ul style="list-style-type: none"> - Observe an expert preparing for weekend services for two weeks and complete and observation form - Co-lead prep work for weekend services with the expert - Lead the preparation for weekend services while the expert observes and provides evaluation - Begin preparing for weekend services alone as needed | |

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|---|---|-----------------|
| <ul style="list-style-type: none"> - Learn to lead the online weekend experience - Carry vision for weekend programming and creative direction to the Online Team and execute with excellence | <ul style="list-style-type: none"> - Observe an expert leading the Weekend Service and complete an observation form - Co-lead the Weekend Service with the expert - Lead the Weekend Service while the expert observes and provides evaluation - Begin leading Weekend Services alone as needed | |
| <ul style="list-style-type: none"> - Provide support for Arts Ministry projects and events | <ul style="list-style-type: none"> - Attend meetings where special projects or events are planned - Help with set design changes - Assist with Central Production projects | |