

POSITION TITLE: Intern, Online Production

INTERN NAME:

DATE:

DIRECT REPORT:

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 an 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 	

Position Responsibilities	Experiences/Trainings to Complete	Due Date
<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	