

POSITION TITLE: Intern, Online Production
DEPARTMENT: Arts
CAMPUS OR TEAM: Central Programming
REPORTS TO: Director of Online Production
HRS PER WEEK: 25

POSITION SUMMARY

The Online Production Intern is a Central Support steward of our mission to introduce people to Jesus and the life-changing adventure with him. Their primary focus is gaining leadership experience in the arts – specifically in online production – while engaging in ministry elements that best fit their giftings.

POSITION RESPONSIBILITIES:

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

- Recruiting and developing the Online Production DreamTeam 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.
- Building community and cultivating spiritual growth within the Online Production DreamTeam
- Carrying vision for weekend programming and creative direction to the Online Team and executing with excellence.
- Assisting the Director of Online Production in planning content and service flow specific to the Online Campus.
- Attending weekly Arts Department meetings.
- Working with Central Production Staff and Perrysburg Production Director to ensure all technical needs for the weekend services are met.
- Leading online run-throughs.
- Assisting with media uploads for online platforms.
- Contributing to the Central Support creative process as needed.
- Assisting with Central Production projects.
- Communicate online-specific needs, feedback, and issues to Central Support via the established protocols.
- Execute set design changes under the direction of Central Support.

POSITION REQUIREMENTS:

- 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:

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:

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

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.