

POSITION TITLE: Intern, Production

INTERN NAME:

DATE:

SUPERVISOR:

MINISTRY DIRECTOR:

Position Responsibilities	Experiences/Trainings to Complete	Due Date
<ul style="list-style-type: none"> - Participate in on-boarding - Attend All-Staff Meetings, Campus Staff Meetings, and Department Meetings - Participate in DreamTeam Launch, Groups Kick-Offs, DreamTeam Celebration and HUB Events - Connect with guests and help them take a next step 	<ul style="list-style-type: none"> - Learn systems - Continue to develop support systems skills - Develop weekly schedule - Develop lobby skills and ability to connect with guests to help them take a next step 	
<p>Production Training and Development (4 month recommended August - December)</p> <ul style="list-style-type: none"> - Recruit, train, care for and develop the Arts Production Team including lighting, sounds, computer operator, backstage tech, and producing 	<ul style="list-style-type: none"> - Observe the various production areas including lighting, sound, computer operator, backstage tech & producing - Identify 1-2 key areas for further development and training - Create a goal of meeting new people to meet every weekend with a follow-up plan - Create a weekly care goal (text/thank you note/coffee date, etc.) plan for DreamTeam - Become owners of the Arts On-Boarding process including knowledge of the Team Guides and role specific training along with insuring these are implemented - Observe an expert lead an on-boarding interview and discuss observations - Co-lead an interview with the expert and process afterwards - Lead an interview while the expert observes and provides evaluation - Participate in and then own a part if the training of a new DreamTeam member on one of the teams - Become competent in weekend prep - Observe and help execute a DreamTeam gathering and/or Team meeting with a department - Create meaningful connections with team members and follow-up 	

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<p>Lead and Execute (December - May)</p>	<ul style="list-style-type: none"> - Observe leaders during DreamTeam Huddle and discuss observations - Co-lead a DreamTeam Huddle with the leader and process afterwards - Lead DreamTeam Huddle while the expert observes and provides evaluation - Observe a leader Vision Cast in GrowthTrack Week 4 for a team outside of GrowthTrack and discuss observations - Co-lead Vision Cast in GrowthTrack Week 4 with the expert and process afterwards - Lead Vision Cast while the expert observes and provides evaluation - Observe an expert lead a Coordinator Meeting and/or breakout and discuss observations - Co-lead a Coordinator Meeting and/or breakout with the expert and process afterwards - Lead and on-boarding process with a new team member - Produce a weekend service 	
<ul style="list-style-type: none"> - Provide support for project and events 	<ul style="list-style-type: none"> - Attend meetings where special projects or events are planned and complete any given responsibilities 	

Questions to ask:

- What are the experiences an intern needs to be able to equip a leader or team member for the work of ministry?

Leadership equipping: