

POSITION TITLE: Intern, Service Programming

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 Programming Meetings 	<ul style="list-style-type: none"> - Develop weekly schedule 	
<ul style="list-style-type: none"> - Develop and execute strategies to equip, inspire, and engage Campus Music & Production DreamTeams 	<ul style="list-style-type: none"> - Work alongside an expert to develop strategies for Campus Arts DreamTeams - Work alongside an expert to develop strategies for Central Music & Production Team - Work alongside an expert to execute a specific strategy and complete an observation form - Execute a specific strategy while the expert observes and provides evaluation - Execute other strategies as needed 	
<ul style="list-style-type: none"> - Execute the creative process and programming of events and weekend services - Communicate vision and creative direction of weekend and event programming to Arts Directors and Central Music & Production team 	<ul style="list-style-type: none"> - Observe an expert leading programming meetings for 2 weeks and complete an observation form - Co-lead programming meetings for 2 weeks with the expert - Lead programming meetings for 2 weeks while the expert observes and provides evaluation - Begin leading programming meetings as needed 	
<ul style="list-style-type: none"> - Execute weekend services at various campuses - Carry vision for weekend and event programming and aid in execution 	<ul style="list-style-type: none"> - Observe an expert leading the Weekend Service/Event and complete an observation form - Co-lead the Weekend Service/Event with an expert - Lead the Weekend Service/Event while an expert observes and provides evaluation - Begin leading Weekend Services/Event alone as needed 	

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<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 - Learn and start building Ableton sets - Learn and start building chord charts - Learn and be able to execute production systems and roles (Computer, Switcher, Camera, Lighting, etc.) 	