

**POSITION TITLE:** Intern, Service Programming

**INTERN NAME:**

**DATE:**

**DIRECT REPORT:**

**SENIOR DIRECTOR:**

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

Position Responsibilities	Experiences/Trainings to Complete	Due Date
<ul style="list-style-type: none"><li>– Provide support for Arts Ministry projects and events</li></ul>	<ul style="list-style-type: none"><li>– Attend meetings where special projects or events are planned</li><li>– Learn and start building Ableton sets</li><li>– Learn and start building chord charts</li><li>– Learn and be able to execute production systems and roles (Computer, Switcher, Camera, Lighting, etc.)</li></ul>	