



JOB DESCRIPTION

Title: Media Summer Intern
Department: Creative Arts
Reports To: Media Director
Pay Status: Hourly
Exemption Status: Non-Exempt

General Summary and Objective: The primary role is to meet the audio, video and lighting needs of Crossroads Christian Church. The role of a Media Summer Intern is to assist the Media Team in meeting those needs.

Essential Functions:

- Participate as a member of a cohesive team that provides sound, video and lighting support for Weekend Worship and special services including weddings, funerals, seasonal concerts, camps and other programming
- Assist in general maintenance and upkeep of sound, lighting and video equipment
- Develop a working knowledge of audio, visual and lighting equipment in the church
- Assist with weekly rehearsals of Worship Teams
- Assist in the development of volunteers for the Audio and Video Teams

Additional Responsibilities:

- Attend weekly Creative Team meeting in connection with the Media Director. The purpose of these meetings is to develop a cohesive and impactful Weekend Worship experience.
- Participate in Family Tech meetings. The purpose of these meetings is to communicate the media needs of the Family Ministry Department. The Media Summer Intern will work closely with the Family Ministry Team. This includes assisting in all technical production aspects of summer camps on and off campus.
- Performs additional duties as assigned

Requirements (knowledge, skills, abilities, education, etc.)

- Fully committed follower of Christ
- Champion of vision, values, and culture of Crossroads Christian Church
- Ability to work in harmony with other staff members

- Exceptional model of personal integrity
- Formal audio and video training preferred
- Basic knowledge of live production including audio, video, lighting, multimedia, music and staging
- Ability to manage projects and teams and meet deadlines
- Strong organizational skills
- Experience in video production and editing

Work Environment

This role will include office environment, weekend service environment, and operates in a creative work environment that requires regular team collaboration with other employees and volunteers.

Physical Demands

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, use hands and fingers, reach with hands and arms, bend, squat, kneel, lift and move equipment, instruments, etc. for stage set up and events.

Position Type/Expected Hours of Work

This position is a summer position working 40 hours a week and requires working every weekend. Normal working hours are Monday to Thursday 9:00 am-5:00 pm, Saturday 5:00 pm-7:00 pm, and Sunday 7:30 am-1:30 pm.

Travel

This position would be required to travel for 3 one-week out of town camps. Errands around town may also be needed.

April 21, 2017

The statements listed are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of duties and requirements. This does not establish a contract for employment and is subject to change at the discretion of the employer.