

RIVERSIDE CHURCH

Job Description

Job Title: Intern- Creative Arts
Leadership: Development
Classification: Non Exempt/Part time (30 Hours month)
Department: Creative Arts
Reports to: Creative Arts Pastor
Effective Date: 09-01-2018

PURPOSE:

To develop and grow in ministry skill, becoming equipped to facilitate various aspects of creative arts ministry.

EDUCATION, SKILLS, ABILITIES:

- Ability to commit to 10 hours / week
- 18 years of age, reliable transportation
- A passion for worship ministry (music, video, projection/light programming), or technical arts ministry
- Must commit to completing the entire program--September 1st, 2017 –May 15th, 2018

RIVERSIDE COMPETENCIES AND EXPECTATIONS:

- Fully embraces Riverside Church's mission, vision and values (*Experience Grace, Grow in Love, Give of Self*)
- Be reliable, self-motivated, and take initiative
- Embrace and adapt to growth, change, innovation and creativity
- Use appropriate judgment in the areas of discretion, sensitivity and confidentiality
- Have a cooperative, healthy and motivating relationship with supervisors, department team members, co-workers and volunteers

ESSENTIAL FUNCTIONS:

- Actively pursue a healthy personal relationship with Jesus Christ through regular prayer, meditation and study of God's Word
- Responsible for completing at least 1 ministry project in the following areas:
 - Leadership development in one of the following areas based on Creative Arts Emphasis:
 - Worship Leadership: Lead worship for Riverside Students event(s) and/or adult events as coordinated by CA Pastor.
 - Media Arts: Take the CA team's idea and create (shoot, design, edit, produce) a high value media project.
 - Production: Serve as assistant to a director (tech, music, drama) for either Christmas or Easter production.
 - Production: Assist in creating/producing a weekly worship service cue sheet from idea to implementation

- Create, purchase, and/or distribute worship resources to the worship team for a given week.
 - Technology (Audio, Projection, Lights, Camera, Video Switching, Video Presentation).
 - If Worship/Music emphasis, participation on worship team on Sunday mornings at either campus.
- Here are some of the weekly tasks that you might learn during the internship.
 - Set-up platform tech for weekend ministry
 - Assist Sunday Morning Producer
 - Create and upload DVD of service to VIMEO platform
 - Participate in Christmas Production
 - Program and run ProPresenter and Jands Vista Lighting System
 - Easter Weekend Projects
 - Attend a one day retreat/conference (if available locally)
 - Communicate with ministry leader on a regular basis
 - One hour a month all team internship meeting
 - One hour leadership meeting 1 or 2 times per year
 - Weekly Internship/Leader meeting

RELATIONSHIPS:

- Works as part of Creative Arts Ministry Team
- Reports to the Creative Arts Pastor
- Works in cooperation with Interns in Community Life, Communication Arts Department, Care Ministries, Family Ministries, and Student Ministries

COMPENSATION:

- Interns at Riverside are potentially eligible for a monthly stipend.

Approved by _____ Date _____