

## Creative Team Intern - Producer/Communication

Primary Area of Focus - Communication & Creative Team

Updated - May 18, 2022

Employee Name -

### Rules of Engagement

- Reports to Creative & Communications Director, Josh Michels, on a weekly basis to discuss current needs and ensure alignment of vision and creative direction
- Skills to be developed in this role will include project development, timeline management, implementing cross-platform promotional campaigns, efficient production workflow, and people coordination.
- Coordinate creative content to tell Riv's story and engage with the Riv family

ROLES.	RESULTS. What does success look like?	RESPONSIBILITIES. What actions produce results?
<b>1. Department specified Role: (15 hours)</b>	<ul style="list-style-type: none"> <li>• Projects are moved forward efficiently and consistently</li> <li>• Creative Team operates within manageable timetables while pursuing big-vision projects</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinate project timelines and deadlines</li> <li>• Schedule interviews</li> <li>• Support task oversight and delegation</li> <li>• Take on and support Creative Team tasks as needs arise</li> </ul>
<b>2. Leadership Cohort: (2 hours)</b>	<ul style="list-style-type: none"> <li>• To recognize what God is doing in your life and cooperate with Him in the process</li> <li>• The ability to live out the gospel and apply it to your life</li> <li>• Growth in character, ministry skills, and doctrinal application that is obvious to yourself and others</li> </ul>	<ul style="list-style-type: none"> <li>• Attend cohort and participate in discussion</li> <li>• Commitment to being open with your life</li> <li>• Prepare for each week's meeting</li> </ul>
<b>3. Systematic Theology class: (2 hours)</b>	<ul style="list-style-type: none"> <li>• Understand core theological issues from a variety of perspectives</li> <li>• Be able to utilize the Word in helping others.</li> <li>• Understand and articulate Riv's core doctrine</li> </ul>	<ul style="list-style-type: none"> <li>• Attend Steve Sommerlot's Systematic Theology class biweekly</li> <li>• Participate in class discussions</li> <li>• Complete homework</li> </ul>
<b>4. Staffer at Large (1 hour)</b>	<ul style="list-style-type: none"> <li>• Become an owner of Riv's mission</li> <li>• Positive contribution to overall Riv staff</li> <li>• Key volunteers and attendees feel supported</li> </ul>	<ul style="list-style-type: none"> <li>• Attend big weekend services and be available when necessary for weekend services and special events</li> <li>• Assist on large projects</li> <li>• Invest in other staffers and attendees</li> <li>• Participate in meetings</li> </ul>

### GOALS (Specific/Measurable/Achievable/Relevant/Time-bound)
