

Production Intern

Primary Area of Focus - Central Production / Weekend Services

Updated - 05/23/2022

Employee Name - TBD

Rules of Engagement

- Meet regularly with Tech Director to ensure alignment of vision, update on processes, discuss tension points, and actively develop volunteers
- Knowledge of live audio, lighting, video, graphics, and weekend service production
- Serves production needs for organization at large, prioritizing weekend services

ROLES.	RESULTS. What does success look like?	RESPONSIBILITIES. What actions produce results?
1. Production Intern: (15 hours)	<ul style="list-style-type: none"> • Achieve a tier 2 support knowledge of Riv's audio, lighting, and video system • Production systems are in good working order, operational instructions are complete and up to date • Staff and volunteers are properly trained on production systems needed to fulfill their roles • Staff and volunteers have correct supporting documentation (OOS) for weekend and other productions a few days in advance • Production equipment / system needs are planned, budgeted for, and recommended to Tech Director each year • Upon Tech Director approval, Production equipment is purchased, inventoried, and implemented as needed 	<ul style="list-style-type: none"> • Study production systems designs and Riv's specific implementations • Regularly evaluate and repair production systems as needed • Write and update operational manuals • Provide training on production systems to staff and volunteers • Update and communicate Order of Service and other support documents on a weekly basis • Evaluate what production systems are needed, what systems need improvements, and what systems need replacement throughout the year • Research and plan new, supplemental, and replacement production systems with necessary budget and labor • Work with vendors on procurement of equipment, update assets in inventory, provide financial accounting for all purchases • Establish and execute an implementation plan for new equipment and systems
2. Leadership Cohort: (2 hours)	<ul style="list-style-type: none"> • To recognize what God is doing in your life and cooperate with Him in the process • The ability to live out the gospel and apply it to your life • Growth in character, ministry skills, and doctrinal application that is obvious to yourself and others 	<ul style="list-style-type: none"> • Attend cohort and participate in discussion • Commitment to being open with your life • Prepare for each week's meeting
3. Systematic Theology class: (2 hours)	<ul style="list-style-type: none"> • Understand core theological issues from a variety of perspectives • Be able to utilize the Word in helping others. • Understand and articulate Riv's core doctrine 	<ul style="list-style-type: none"> • Attend Steve Sommerlot's Systematic Theology class biweekly • Participate in class discussions • Complete homework

RIVERVIEW CHURCH MINISTRY ACTION PLAN

4. Staffer at Large (1 hour)	<ul style="list-style-type: none">• Become an owner of Riv's mission• Positive contribution to overall Riv staff• Key volunteers and attendees feel supported	<ul style="list-style-type: none">• Attend big weekend services and be available when necessary for weekend services and special events• Assist on large projects• Invest in other staffers and attendees• Participate in meetings
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