

Creative Team Intern - Producer/Communication

Primary Area of Focus - Communication & Creative Team

Updated - December 29, 2020

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?
1. Department specified Role: (15 hours)	<ul style="list-style-type: none"> • Projects are moved forward efficiently and consistently • Creative Team operates within manageable timetables while pursuing big-vision projects 	<ul style="list-style-type: none"> • Coordinate project timelines and deadlines • Schedule interviews • Support task oversight and delegation • Take on and support Creative Team tasks as needs arise
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
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

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