Production Intern

2100 Team

Position Description

Supervised by: Supervising Producer and Intern Supervisor

Supervises: None

Status: Exempt

Location: InterVarsity’s National Service Center (NSC) – Madison, WI

**MAJOR RESPONSIBILITIES**

**Be a maturing disciple of the Lord Jesus Christ:**

* Seek Him and follow Him in every area of life
* Grow in love for God through the classic disciplines of the Christian life
* Model the Biblical life style
* Explore and learn what it means to be a Christian artist

**Learn about the creative process and development of communication tools:**

* Be trained by experienced production staff in the areas of lighting, audio, camera work and effective visual communication
* Participate in experiential learning by producing an intern intro video in partnership with your fellow interns
* Work with an experienced producer to collaborate with other InterVarsity teams to design and develop communications tools
* Assist in the production and post-production process
* Assist with logistical tasks related to production
* Participate in team meetings, project brainstorming and evaluation sessions
* Research, conceptualize and develop treatments for assigned projects
* Interview, transcribe and assist with script writing as assigned
* Assist with the development and design of materials for the InterVarsity website
* Experience best practices for technical support for IVCF conferences, camps, and other meetings
* Attend and/or staff NSC events, conferences, chapter meetings, etc. as agreed upon with supervisor

**Contribute to the team effort:**

* Work to assure order and organization in systems, equipment and team work spaces
* Be responsible for good stewardship of time, equipment, and materials
* Work on special tasks related to the ministry of 2100 as assigned
* Maintain healthy relationships with 2100 team members

**Maintain sound financial status:**

* Gain experience raising personal support at the level assigned by supervisor
* Keep expenditures within budget
* Develop and maintain a small group of people who covenant to support your ministry with prayer
* Communicate regularly with donors and prayer support group

**QUALIFICATIONS**

* Annual affirmation of InterVarsity’s Statement of Agreement
* Advancement toward a college or university degree
* Demonstrated developing skills in video production
* Commitment to Jesus Christ and with a heart for students, electronic communication, and the arts
* Commitment to growing relationships with God, his Word, his people, and the church
* Electronic communication and/or technical expertise, plus the creative skills needed to communicate concepts with visual media
* Experience with current production technology
* Sensitivity to and willingness to work with diverse cultures and ethnicities
* Experience with or knowledge of InterVarsity or the ability to quickly understand and be committed to the purposes of InterVarsity and 2100 Productions
* Ability to work well as part of a team as well as ability to be a self-starter and work independently
* Willingness to learn new things and think "outside of the box"
* Strong organization and time management skills
* Ability to work well in a deadline driven environment
* Commitment to excellence
* Available to work 40+ hours per week and travel when necessary; willingness to work flexible hours
* Ability to articulate ideas and to think critically about culture and communication
* Ability to relate well and maintain good communication with co-workers, field staff and other teams at the NSC
* Willingness to participate in "group art" and accept critique from numerous people

**InterVarsity Christian Fellowship/USA**

**Frame of Reference**

All staff members subscribe annually to the Purpose Statement of InterVarsity:

In response to God’s love, grace and truth:

The purpose of InterVarsity Christian Fellowship/USA is

to establish and advance at colleges and universities

witnessing communities of students and faculty

who follow Jesus as Savior and Lord:

growing in love for God,

God’s Word,

God’s people of every ethnicity and culture

and God’s purposes in the world.

This purpose is admittedly more limited than the Great Commission. As a mission extension of the local church, we have adopted boundaries on our activities based on our call to serve a defined group of God’s people. Within the context of InterVarsity’s purpose, all of the relationships and tasks that staff members engage in as part of their work for InterVarsity have both eternal and temporal components.

**Values:**

InterVarsity is committed to developing men and women from diverse cultures, backgrounds, and generations, whom God calls to work with us for both shorter and longer periods of service, as we pursue the call of God in the university world.

**Maturing Disciple of Jesus Christ:**

Every InterVarsity staff member is to be a maturing disciple of the Lord Jesus Christ, growing in obedience to the Scriptures. The marks of a long-term love relationship with Christ in the fullness of His Spirit are described in Galatians 5:22: “The fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self control.” In the workplace, this fruit is revealed in healthy working relationships which encourage all staff to accomplish their work and enhance their focus on the spiritual aspects of their work.

**Team Work:**

Each individual staff person is a vital member of Christ’s body. This means that we will work with one another in ways that honor and encourage all to grow in Christ while accomplishing His work. Our community requires that each individual serve as a team member in a collegial and open environment based on values, relationships, and vision as well as structure and position.

InterVarsity staff, both employees and volunteers, commit to serve God and all InterVarsity colleagues, students, and partners, with sensitivity to both the eternal and temporal dimensions of our work. “Whatever your task, work heartily, as serving the Lord.” (Colossians 3:23a)