

Associate Producer

2100 Team

Position Description

To advance the purpose of InterVarsity, this position will participate in a group process, which results in the creation and implementation of a broad range of high quality communication vehicles.

Supervised by: Supervising Producer

Supervises: None

Status: Full-time, Exempt

Location: InterVarsity's National Service Center - Madison, WI

MAJOR RESPONSIBILITIES:

Contribute to the creative process and development of communication tools by

- producing video projects as assigned
- participating in team meetings, project brainstorming and evaluation sessions
- researching, conceptualizing and developing treatments for assigned projects
- interviewing, transcribing and script writing as assigned
- lead and direct the production and post-production process of assigned projects
- videotaping, editing and taking on other production projects as assigned
- serve other producers by assisting with logistical production tasks
- working collaboratively with other InterVarsity teams to design and develop communications tools
- staying informed on trends in the communication arts and keeping up on contemporary media, images, and ideas
- staying current on computer systems and other media skills

Participate in the ministries of InterVarsity by

- providing technical support for IVCF conferences, camps, and other meetings as assigned
- attending and/or staffing camps, conferences, global projects, chapter meetings, etc. as agreed upon with supervisor

Contribute to the team effort by

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

Maintain sound financial status by

- raising personal support at the level assigned by supervisor
- keeping expenditures within budget
- developing and maintaining a small group of people who covenant to support your ministry with prayer
- communicating regularly with donors and prayer support group

Be a maturing disciple of the Lord Jesus Christ by

- Seeking Him and following Him in every area of life
- Growing in love for God through the classic disciplines of the Christian life
- Modeling the Biblical life style

QUALIFICATIONS:

- Committed to Jesus Christ and with a heart for students, electronic communication and the arts.
- Committed to growing relationships with God, his Word, his people, and the church.
- Bachelor's degree.

- 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.
- Ability to articulate ideas and to think critically about culture and communication.
- Strong organization and time management skills. Ability to work well in a deadline driven environment.
- Electronic communication and/or technical expertise, plus the creative skills needed to communicate concepts with visual media.
- Experience with computers and video production equipment.
- Willingness to participate in "group art" and accept critique from numerous people.
- Ability to relate well and maintain good communication with co-workers, field staff and other teams at the NSC.
- Available to work 40+ hours and to travel at least two to three times a year. Willingness to work flexible hours.
- Commitment to excellence.
- Willingness to learn new things and think "outside of the box".
- Sensitivity to and willingness to work with diverse cultures and ethnicities.

**Associate Producer
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)