



PRINCETON ALLIANCE CHURCH

Know God • Develop Community • Bring Hope

Tech Intern

The Tech Intern at Princeton Alliance Church (PAC) is interested in pursuing ministry in one of the aspects of tech ministry. He or she is part of a the Sunday Experience Team, serves actively on a volunteer ministry team, and the intern reports to the Tech Ministry Leader.

The individual provides aptitude and/or interest in the following areas:

Requirements

- A college/university student in a Technology or Music-related field (i.e. Performance, Education, Composition, Engineering, etc.)
- A desire to work within the local church ministry context or non-profit organization

Key Responsibilities

- Collaboration on Sunday Series Team
- Summer Blast support
- Summer Camp support
- Primary focus and secondary focus from the following:
 - **Mastering and Digital Music Production** - Working specifically on post production of weekend services through the recording, production and mastering process. Proficiency on digital audio workstation necessary.
 - **Stage and Lighting Design** - Serve on a tech team to be developed under the tech Ministry Leader and with coaching by the Producer. Work on the skills and abilities in all areas of stage and lighting design. Prepare the stage for a summer series, summer camp and a fall series with design and execution of stage and lighting development.
 - **Live Event Producing** - Lead and coordinate all aspects of a live event like a weekend service so that all teams are synchronized, all resources provided, and the event serves the purpose intended from all aspects. Trained and developed by the Producer.

Global Outreach Trip

- Value of a Short-term Mission—Short-term missions provide opportunities to exercise the spiritual gifts of mercy, compassion, and leadership (among many others), and these gifts are foundational to ministry. As such, the Intern can choose to participate in one of three short-term missions offered this summer as part of this internship.

Communication/ Coordination

- Communicate with the Ministry Leader regarding victories and challenges
- Consistently contribute to the regular meetings and discussions
- Practice timely, complete, and confidential communication
- Use professional language in all forms of communications including emails

Team Development

- Be a team player with a positive attitude who seeks to improve the Team by offering constructive feedback or recommendation
- Attend Team meetings on a regular basis (every-other-week) for evaluation, vision casting, strategy alignment and team development
- Build genuine and effective relationships with staff, volunteers, and community

Personal Development

- Have a consistent pattern of Sabbath (intentional, worshipful time to recover away from work and connect with Jesus)
- Pursue personal and spiritual development by participating in the weekly Intern Cohort
- Pursue professional development through a variety of resources such as publications, building relationships with others in similar ministries, and attending conferences/seminars
- Meet with the Ministry Leader regarding personal development goals and ministry-related accountability
- Discharge all duties in keeping with a holistic, healthy, and balanced life

In addition to excellent communication and organizational skills, he or she possesses a/an:

- Vibrant personal relationship with Jesus
- Passion to champion the role of the local church
- Willingness to serve others in humility
- Commitment to professional and personal excellence
- Collaborative approach and a team mentality
- Ability to multitask and meet deadlines
- Creative spirit and a passion for innovation
- Track record for consistency and reliability
- Ability to "self-start" (i.e., recognize a need and initiate an appropriate response)
- Knack for resourceful problem solving

In conjunction with his or her daily responsibilities, the Intern also participates in regular staff development activities, such as weekly staff prayer and bi-weekly staff meetings. Weekly Sunday attendance at Princeton Alliance Church is required.