



JOB DESCRIPTION

MEDIA PRODUCTION ASSISTANT (UNPAID) INTERN

GENERAL PURPOSE:

To support the Mission Statement, Vision Statement and the Core Values of the Center of Praise Ministries, Inc. and serve to assist the entire congregation's ministry with operations, systems and functions that make possible the body's ongoing services, events, activities, and actions.

The Media Production Assistant Intern is a professional and organized team player familiar with and active with social media and can help manage content development across all digital and social platforms. The Media Production Assistant Intern will assist and work in partnership with the Senior Media Manager and Media Production Technician in engaging our audience, by creating and expanding our online presence through insightful and engaging posts, creative pieces, and video content to further The Kingdom in our community.

DUTIES AND RESPONSIBILITIES:

- Assist with Omni Factory (Children's Ministry), Revolution (Youth Ministry), Communion, and Daily Devotional video sessions.
- Assist with sermon, worship facilitators, and live band video recording sessions.
- Assist with livestream sessions bi-weekly and for any other live sessions upon request.
- Assist in recording Assets for weekly video announcements.
- Assist in recording B-Roll footage for events.
- Support the Media Team at midweek and weekend celebration services.
- Learn to operate DSLR and video equipment for photography and video production (if not known).
- Perform other duties as requested.

SKILLS AND QUALIFICATIONS:

- **Current enrollment in Bachelor Degree program in one of the following majors: Digital Arts, Visual Arts, Media Arts, Communication & Design or a similar major.**
- Strong verbal and written communication skills.
- Strong eye for visual aesthetics.
- Excellent interpersonal skills.
- High energy, engaging and positive people-person.

- Possess a strong knowledge of social media and top platforms including Facebook, Instagram, Google+, and YouTube.
- Basic knowledge of video production or willingness to learn.
- Organized and self manages time well.
- Strong problem solving skills.

Required Knowledge:

- Adobe Creative Suite
 - Premiere Pro
 - Photoshop
 - Audition
 - After Effects is a plus but not required
- Windows and Mac OS
- MS Office Suite
- Google Online Office Tools and Storage

SUPERVISION:

- Direct supervision is provided by the Senior Media Manager.

COMPENSATION:

- This is a **part-time non-paid internship** position (hours are flexible depending on student schedule).

If interested, please email careers@cop.church and attach your resume.