

Arlington Woods Church Summer Internship Program, 2023

Position: Creative Arts in Worship Assistant

Arlington Woods Church
225 McClellan Rd. Nepean, ON K2H 8N5
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www.arlingtonwoods.ca

This position is open to all youth ages 15-30 as a part of the Canada Summer Jobs (CSJ) funding initiative. This position is paid for through the CSJ initiative to help give students experience working in roles that might not otherwise be available to them.

Role:

As the Creative Arts in Worship Assistant, time would be divided between; (1) learning various technological aspects of preparing a service for Sunday including production for online streaming (i.e VMix, sound mixing and Easy Worship); (2) attending meetings and learning how to care for a volunteer staff; (3) assist in planning church and community engagement projects (coffeehouses, concerts, etc.); (4) involvement with Sunday morning worship team either or both musically and technically.

Responsibilities:

- Commit to a mentoring plan with the Creative Arts Worship Director). This will involve journaling, some reading, setting goals, reflection.
- Job-shadow CAW Director as well as other technicians currently serving on our production team. This will include learning and implementing some of this technology under supervision, maybe even independently.
- Will learn how maintain a volunteer staff, helping to create incentives, follow-up calls, check-in meetings, etc.
- Prepare an agenda for meetings and follow-up with minutes to teams.
- Help plan, organize and promote coffeehouse evenings with musicians and artists.
- Attend Sunday morning services and be involved with either or both music and technical teams. This will require coming early to help set up and be prepared to socialize afterward and help tear down.

Skills Required:

Desired summer intern must have:

- A relationship with Jesus Christ and be actively involved in a program/study that encourages Christian growth (e.g. being a regular part of a church, being a part of a small group, or enrolled in Bible College)
- A police records check for work with the vulnerable sector (if intern is 18 years of age or older)
- Ability to work in a team environment
- A passion for worship and a passion for the arts (music, visual, drama, dance, etc.)
- Demonstrate creativity and a willingness to take risks and dream

- Good communication skills, enthusiastic, self-starter/independent thinker
- Organized yet relational
- Must abide by dress code standards
- Computer knowledge an asset (Microsoft, comfortable with trying new software, recording/music software experience would be helpful)
- Musical ability an asset (however, may be more gifted in another artistic area – visual art, drama, dance, etc.)
- Public speaking ability an asset

Duration/Hours of Work/Compensation:

This position is for 9 weeks of employment for 30 hours/week at a rate of \$16.50/hour. Suggested start date would be July 3, 2023 with an end date of September 4, 2023, but based on the intern's availability there is some flexibility to both start and end a week earlier.

The Internship Supervisor and summer intern will work together to create a weekly work schedule. Please note: Flexibility is important. The position includes working on Sunday mornings as well as working occasional evenings.

Application:

Our preference would be to receive your cover letter and resume by email. Applications will be received until May 23, 2023. You can send it to Pastor Ben Spears at ben@arlingtonwoods.ca. Questions can be directed to Pastor Ben Spears at the above email address.