

# BAIR LAKE BIBLE CAMP

## JOB DESCRIPTION

**Position:** AV Intern

**Responsible to:** Marketing and Development Lead

### **Job Summary:**

The AV Intern will be the lead photographer, videographer, and audio-visual technologist for Bair Lake Bible Camp. His/her work will support both our marketing and creative arts efforts as well as our program team. Due to the size of our camp, the AV Intern must also be a generalist who serves in other roles and performs other responsibilities to support our mission.

### **Spiritual Qualifications:**

The AV Intern must be a mature and equipped follower of Christ, who, while not perfect, aspires to further growth and can demonstrate evidence of a life where he or she increasingly:

- is living consistently under the control of the compelling love of Christ, the direction of the Word of God, and the control of the Holy Spirit;
- has discovered, developed, and is using their spiritual gifts;
- has learned to effectively share their faith, while demonstrating a radical love that amazes those it touches;
- gives evidence of being a faithful member of Christ's church, an effective manager of life, relationships, and resources, a willing minister to others, including "the least of these," an available messenger to non-kingdom people, hard-working, and humble and teachable; and
- demonstrates a life characterized as gospel driven, worship focused, morally pure, evangelistically bold, discipleship grounded, family faithful, and socially responsible.

He or she must be in complete agreement with Bair Lake Bible Camp's *Statement of Faith and Covenant/Commitment Statement*, which must be signed upon hiring.

### **Other Qualifications:**

AV Intern must be a professional who has strong interpersonal, organizational, and technology-related skills as evidenced by:

- Outstanding written and verbal communication skills, including public speaking skills with comfort and proficiency in speaking to a large audience. Must be able to effectively and engagingly communicate in small and large group settings. Must have excellent in-person, telephone, and email communication etiquette and skills.
- Excellent organizational and time management skills.
- A team player who is willing to serve fellow team members, the public, and volunteers with kindness, compassion, and professionalism. Hospitality is a key

component of this position. Therefore, successful candidate will be gifted in extending hospitality and world-class customer service.

- Proficiency in both the technical use of digital SLR and video cameras and the artistry of capturing beautiful and moving photographs and video content.
- Proficiency in using other audio-visual equipment, including but not limited to live sound, projection, and sound recording equipment preferred, but not required.
- Proficiency in using computers (PC and Mac), the Internet, Email, Google Apps, Microsoft Office Suite, and photo and video editing software such as Photoshop and Final Cut.
- Proficiency in website design and maintenance preferred, but not required.
- Flexibility in being able to adjust quickly and effectively in a people-oriented ministry setting. Must be flexible with days and hours worked during summer camp season and busy retreat seasons (weekend work is required), and flexible with occasional short-notice adjustments of work schedule due to requirements of our mission.
- Comfortable working with a high degree of attention to detail.
- Analytical abilities and aptitude in problem-solving and a willingness to incorporate new and effective ways to achieve better results.
- A prior connection and interest to camp ministry is preferred, but not required.
- Must pass background check and clearances required for a Michigan licensed facility.

### **Responsibilities:**

The AV Intern will devote time supporting BLBC's marketing and creative arts efforts and time supporting BLBC's programming. The proportionate time spent in these broad areas will vary from day-to-day and week-to-week depending upon the season of camp.

Related to BLBC marketing and creative arts, the AV Intern will:

- Capture the key events and programming of all BLBC-sponsored camps and retreats through photography and videography. Upload photos of each camp and retreat to a secure photo-sharing website for the enjoyment of BLBC parents, campers, and other authorized viewers. Produce highlight videos for each week of camp and weekend retreat for marketing and other purposes. Support BLBC marketing and social media efforts by providing previously captured photos and videos and by creating new content such as promotional videos.
- Organize all photographs and videos taken so that they may be quickly retrieved for future use and oversee the preservation of photographs and videos with redundancy sufficient to eliminate the risk of losing these items in the event of a technology failure.
- Be proficient on all Bair Lake Bible Camp audio-visual technology, including but not limited to, live sound, projection, and recording equipment. Train and help oversee other staff to have a working knowledge of BLBC audio-visual technology so that others may serve guest groups in this area when we have multiple venues occurring at the same time or AV Intern is not available.
- Work closely with Event Manager to ensure that BLBC-sponsored event speakers' and bands' AV needs are understood and met in order to achieve our goals to facilitate a life-changing experience for our campers. Serve as host to

the speaker and band while they are present at BLBC. Work closely with Guest Services Lead to ensure that guest group leaders' AV needs are understood and met in order to achieve their goals to facilitate a life-changing experience at BLBC for the group.

- Supervise summer staff with AV responsibilities.
- Create and manage AV schedule to meet AV needs of all BLBC-sponsored and guest group events.
- Secure and maintain Drone Technologies and FFA RPIC licensure to lawfully use BLBC drone to capture photos and video.
- Care for, maintain, update, and recommend future purchases of all BLBC AV technology.
- Review and propose updates to BLBC AV Manual on regular basis.

Related to other non-technology responsibilities, the AV Intern will:

- As part of Guest Group Support responsibilities, help set up for guest groups, greet guest groups, and serve as their host as assigned.
- Keep current in the camp and retreat programming field, including but not limited to Adventure Challenge Education (ACE), and serve as an ACE facilitator when needed.
- As part of the Event Support responsibilities, assist Program Team in planning and executing BLBC-sponsored events.

### **Physical Demands**

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to stand, walk, use hands to finger, handle, or feel, and reach with hands and arms. The employee is occasionally required to climb or balance, belay, stoop, kneel, crouch, and taste or smell. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, peripheral vision, and ability to adjust and focus.

**DISCLAIMERS:** This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, Bair Lake Bible Camp reserves the right to revise the job or to require that other or different tasks be performed as assigned.

Bair Lake Bible Camp is an at-will employer. As such, employment may be terminated with or without cause and with or without notice at any time and in BLBC's sole and absolute discretion. Employee may also resign employment at any time. BLBC and Employee acknowledge that under normal circumstances, at least two-weeks notice should be given to the other party.