



Heartland Internship: Engage

Ministry or Department: Launch: Curriculum
Reports to: Curriculum Coordinator
Position Title: Launch Curriculum Intern
Length of Internship: 9 to 12 months

ESSENTIAL DEPARTMENT FUNCTIONS:

- Film and edit *Bible stories* AND *stop motion videos* for 1 to 2 teaching series.**
 - Create a concept and develop the video by editing scripts and creating a shoot list or mood boards.
 - Find or create materials that are needed for the video such as props and gathering costumes.
 - Direct the video shoots and assist actors.
 - Add sound effects and graphics to the video.
 - Assist in recording voiceovers for the video.
 - Edit videos and add transitions and voiceovers.
- Film and edit promotional videos of weekend experiences.** Once a month, Launch takes footage of the weekend experiences in each different Launch environment that are then used for videos on social media platforms to increase awareness and engagement with Launch.
- Animate Videos for 1 to 2 teachings.**
 - Create a concept and develop the video such as editing scripts and creating a shoot list or mood boards.
 - Find graphics for video.
 - Add sound effects to the video.
 - Assist in recording voiceovers for the video.
 - Editing videos and adding transitions and voiceovers.
- Record voiceovers and edit them for weekend productions in Launch.**
- Film and edit teaching videos for weekend productions in Launch.**
- Create bumper/transitional videos before teachings.**

Schedule:

Sunday	Monday	TUES	Wednesday	THU	FRI	SAT
Once a month 8:00am-1:00pm	9:00am-4:00pm		8:30am-3:00pm			

**THE ABOVE IS INTENDED TO DESCRIBE THE GENERAL CONTENT AND REQUIREMENTS OF THIS INTERNSHIP. IT IS NOT TO BE CONSTRUED AS AN EXHAUSTIVE STATEMENT OF DUTIES, RESPONSIBILITIES OR REQUIREMENTS.

I acknowledge receipt of this job description and understand that I am responsible for knowing and performing the essential functions according to management standards. If my performance does not meet expectations I will be counseled by my supervisor and/or Human Resources. I understand that neither the intern or Heartland is bound to continue the internship relationship if either chooses, at its will, to end the relationship at any time.

Print Name: _____ Signature: _____

Date: _____