

JOB DESCRIPTION- DR. JAMES DOBSON'S FAMILY TALK

POSITION TITLE: Media Intern

POSITION REPORTS TO: Vice President of Media Services

STATUS: Internship–Unpaid/School Credit

POSITION SUMMARY:

The media intern will work with the Media Specialists, and the Radio Program Producers, and the V.P. of Media with basic media and broadcast management and work flow, transcoding video files, archiving, QC'ing audio files, monitoring and supporting our file-share web services like DropBox and Vimeo, assisting in video shoots and audio record sessions, basic or intermediate audio editing skills and creative writing skills a plus, but also we are willing to train if initiative is shown, part of the learning opportunity. Light lifting, filing and typing, must be an effective communicator. This is great opportunity for a hands-on multi-media experience with an upside for growth.

MANAGERIAL RESPONSIBILITIES:

None

ADDITIONAL QUALIFICATIONS:

Is a consistent witness for Jesus Christ; maintains a courteous, Christ-like attitude in dealing with people within and outside of the Ministry; adhere to the Standard of Moral Conduct and Statement of Faith; uphold Family Talk's ministry in prayer. Demonstrate behaviors inside and outside of the office that is aligned with Family Talk's core values.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. The incumbent must have the abilities or aptitudes to perform each essential function proficiently with or without reasonable accommodation. The ministry is a dynamic work environment where positions evolve and change. Therefore, the ministry reserves the right to modify,

delete or add job duties, responsibilities and skills that are stated in this job description at any time.