

Title

Media Intern

Organization

The Stephen & Laurel Brown Foundation (Upper House) is a center for Christian study, gathering, and practice that serves the University of Wisconsin and Madison communities. Based in University Square in the heart of the University of Wisconsin-Madison campus, Upper House provides multi-experiential space and programming expertise, where people, faith, values, ideas, and the arts come together in a dynamic environment that fosters spiritual, intellectual, and cultural formation.

In carrying out its mission, the Stephen & Laurel Brown Foundation works in partnership with community leaders, nonprofit organizations, student-based ministries, and churches, along with University departments, centers, and institutes.

The Foundation also offers its retreat center—Dottie’s Ranch—located approximately 15 miles outside of Madison for reflection, team-building, and leadership development purposes. In addition, Upper House maintains an on-campus apartment for visiting speakers, scholars, and practitioners-in-residence.

Position

The Media Intern—a part-time position averaging 12-15 hours per week—reports to the Director of Technology & Media and assists in four areas of the Foundation’s work: (1) Providing technology support for Foundation events, (2) Hosting external groups’ gatherings and supporting their technology needs, (3) Assisting Foundation staff with technology needs, and (4) Participating in weekly meetings with the intern team and supervisor, designed for professional and spiritual development.

Responsibilities

1. Foundation Media Support

- Assist Director of Technology & Media with audio and video production—technology set up, live stream production software, camera setup and operation, etc.
- Edit Foundation audio and video—podcasts, live podcasts, videos, and event recordings.
- Upload Foundation media to streaming platforms.
- Create intro videos and other forms of media, as assigned.
- Engage Foundation media analytics for reporting, trend, and development of future media.
- Engage guests and speakers before and after Foundation programs to create a hospitable atmosphere.

2. Supporting External Groups

- Facilitate the preparation and reset of the physical space, food, and technology, for external group reservations.
- Be available to direct guests and answer questions during external group reservations.
- Serve as primary Foundation representative, assuming responsibility of the physical space and guest safety.

3. Professional and Spiritual Development

- Meet with Upper House Intern Team and Intern Coordinator(s) once per week to build team dynamics, review previous programs, review logistics for upcoming programs, and discuss spiritual development reading assignment.
- Meet once per week with supervisor (Director of Technology & Media) for training and planning to execute Event Planning and Hospitality responsibilities referred to above.

Qualifications

Other important qualifications include:

- Commitment to the Lordship of Jesus Christ and a high level of spiritual maturity

- Heart for communicating the gospel to the university community
- Strong interpersonal and organizational skills with a demonstrated ability to manage multiple projects
- Demonstrated ability to learn systems quickly
- High levels of maturity and humility