

Music Team Intern
Journey Christian Church



Reports to:
Service Production & Music Director (SPD)

Overview:

This internship is designed to give the intern the skills and understanding needed to be able to build and manage a team of people to execute a rehearsed and collaborative plan for different types of environments. This will, at the same time, provide Journey with a dedicated position to invest in the five main environments where musical worship environments are desired - adult, students, midweek groups, elementary, and pre-K.

Hours/Rate:

- 20 hours per week/ \$15 per hour
- Housing or a lodging stipend is NOT provided with this position

Schedule:

Monday, Tuesday, Wednesday, Sunday

Midweek will often include evening hours, with Sunday hours starting as early as 6:30am. Start and end dates are flexible based on availability, but the typical internship begins 5/18/25 and ends 8/16/25 (13 weeks)

Responsibilities:

Weekly Service Preparation & Duties can include:

- Working with the SP team to build out musical arrangements for weekly services
- Curate, prepare and distribute resources needed for weekly services
- Upload and edit song lyrics with ProPresenter / Planning Center Online
- Schedule music team members using Planning Center Online
- Prepare music equipment for rehearsals & services
- Assist in processing the onboarding of Music Team members
- Support rehearsals & services as directed
- Learn and develop the knowledge and skills to manage a church music team

Required Qualifications and Skills:

- Support the vision and mission of Journey Christian Church
- Written communication skills - compose and edit various communications clearly, professionally and in line with Journey's voice / brand
- Comfortable using a variety of software and hardware including but not limited to, Planning Center Online, MAC OS, Google Suite
- Embrace systems and processes for how / when to perform various tasks
- Identify efficiencies and make adjustments as needed in a dynamic environment
- Strong attention to detail
- Desire to learn and develop skill sets as needs and standards change

- Growing in your relationship with God

How To Apply:

To be considered for this internship, interested and qualified candidates will need to fill out the Journey Employment Application in its entirety on this [Application](#) link. In addition to the application, a cover letter and resume will need to be included. Please upload these documents with the application.