

**Title**

Event Technology Intern

Organization

The Stephen & Laurel Brown Foundation (Foundation/SLBF) serves the University of Wisconsin and Madison communities by leading Christian thought and formation to shape today's pluralistic university. We gather communities, educate for formation, and produce scholarship within the university context for greater Christian impact. SLBF comprises five initiatives: Upper House Commons, Lumen Center, New College Madison, Upper House Fellows Program, and STUD|O. The Foundation includes two physical properties: Upper House – based in University Square in the heart of the University of Wisconsin–Madison campus, and Dottie's Ranch – a retreat center located 15 miles outside Madison. Upper House is a member of the Consortium of Christian Study Centers.

Position

The Event Technology Intern—a part-time position averaging 9-15 hours per week—reports to the Director of Technology & Media and assists in four areas of the Foundation's work: (1) Providing event technology support for Foundation events, (2) Hosting external group gatherings in the Upper House space and supporting their event technology needs, (3) Assisting Foundation staff with technology needs, and (4) Participating in weekly meetings with the intern team and supervisor(s), designed for professional and spiritual development.

Responsibilities

1.Event Technology Support

- Assist Director of Technology & Media with audio and video production for Foundation events—stage set up, sound mixing, light balancing, live stream production software, camera setup and operation, etc.
- Work with Program Curators in pre-event planning related to technology needs.
- Create graphics for Foundation events—lower thirds, integrated graphics, etc.

2. Hosting & Supporting External Groups

- Provide technical support for outside group use.
- Facilitate the setup 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.Foundation Staff Technology Operations

- Assist Foundation staff with technology needs for events and podcast recordings.
- Provide IT support to Foundation staff and team meetings, as needed.
- Train Foundation staff in basic technology operations.

4.Professional and Spiritual Development

- Meet with Upper House Intern Team and Intern Supervisor(s) once per week to build team dynamics, review previous programs, prepare 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 on Responsibilities 1-3 listed 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.
- Two-year commitment in Event Technology role.
- Previous experience with event technology, preferred.
- Ability to learn systems quickly.
- Strong interpersonal skills.
- Strong leadership skills, including maturity, humility, responsibility, and initiative.
- Flexible schedule.