

MEDIA MANAGEMENT INTERN

Session Commitment: 10-12 Weeks (Orientation and 4+ Sessions)



The Media Management intern role is central to the successful operation of the Camp Ozark Media Team. Interns assist with the training and supervision of Media Team staff and manage a variety of media processes, including shooting schedules management, photo/video production and editing, file management, and creative implementation of content. Media Management interns are responsible for supervising the various groups within the Media Team (photo, video, production) and for maintaining camp's standard of excellence in an area that directly supports the camper and family experience.

Interns can expect to receive in-depth management training and coaching and gain hands-on experience in operations management, staff supervision, project management, customer service, business administration, and leadership.

KEY RESPONSIBILITIES:

- Assist with the training and supervision of Media Team summer staff
- Manage media room operations, projects, and tasks
- Participate in the coordination of Media Team schedules
- Provide quality control in production and editing processes
- Assist Leadership in maintaining standards and accountability throughout media operations
- Supervise, support, and coach summer staff
- Evaluate and provide real-time feedback to staff under supervision

PROGRAM COMPONENTS:

Successful completion of this program includes fulfillment of the following:

- All Top Staff training, responsibilities, and assigned duties
- A pre-camp curriculum consisting of a collection of podcasts, videos, articles, essays, sermons, and other materials (roughly 15-20 hours of material)
- Attendance of a leadership development seminar each session conducted by Camp Ozark Leadership Staff
- Submission of an operational review report per each session of employment
- Participation in a mid-program performance review and an exit evaluation
- Submission of the Operational Excellence Capstone Project within two weeks of completing session commitment

This internship is designed for the following majors: Multimedia, Marketing, Social Media, Photography, Videography, Graphic Design, AV Communications, AV Production

SAMPLE RESUME



Media Management Intern, **Camp Ozark**

May 2027-Aug. 2027

- Assisted media directors in managing various customer-facing media projects
- Trained and managed a media team of 8-12 responsible for capturing and editing over 190,000 photos
- Oversaw and maintained file management systems
- Assisted company leadership in maintaining standards and accountability throughout camp operations
- Provided coaching, support, and performance evaluations to staff under supervision
- Submitted an Operational Excellence Capstone detailing proposed organizational improvements