

**Channel 20 Intern Program – Position Description**

Number of Hours: 10-15 per week

“PRODUCER” Intern Position

Residence Life Channel 20 was created to help build a sense of community for the residents of University Housing by increasing awareness of campus events, student organizations, athletics, Residence Life programs and policy, and other opportunities to get involved. The intern program is designed to help support this mission as well as give students an opportunity to build upon their classroom skills with a dynamic field experience creating video content for Channel 20. Producer interns get involved with a wide range of activities including but not limited to: scripting, story development, booking guests, overseeing field production and editing, helping to coordinate to coordinate and maintain production timelines, and collaborating with various organizations and departments.

QUALIFICATIONS

Producers should have good interpersonal communication, organizational and leadership skills, and the ability to respond to students and staff in a positive manner. He/she must be willing to work as a team member to collaborate with other staff members, student organizations, and volunteers. Prior coursework and/or field experience related to communications and/or video production is preferred.

RESPONSIBILITIES

1. Serve as a producer for entire programs, segments of larger programs, or special projects (i.e. events or commercials) as directed by the production manager, student manager or general manager.
2. Collaborate with student leaders of various student organizations, campus departments, and members of the community to help recruit and produce content for Channel 20 programs.
3. Follow through all the necessary steps to meet established goals and deadlines throughout pre-production planning, production, and post-production stages. This includes the use of D2L as required for this process.
4. Attend / complete all meetings, workshops, and training sessions to maintain communication, increase skill level and learn new techniques. This includes regular correspondence via D2L and email.
5. Assist with coordinating the logistics of video production staff, and student organization members.
6. Provide feedback to the management team to help guide the channel's marketing, promotions, and program schedule.
7. Research potential fund raising opportunities that can help sustain or advance Channel 20 programming.
8. Other opportunities to get involved with acting, video production, promotions etc. based upon time, interest level, and/or necessity.

ADDITIONAL INFORMATION

- *First Semester worked-* course credit can be earned as approved by the student's program advisor assuming job duties/expectations are fulfilled.
- *Additional Semesters worked-* If the intern has adequately fulfilled all necessary duties and expectations they are encouraged to return for an additional semester(s). Additional course credit is possible as arranged by the student's program advisor. Some positions may be eligible for semester stipends.

