

**Channel 20 Intern Program – Position Description**

Number of Hours: 10-15 per week

“VIDEO PRODUCTION” 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. Video production interns get involved with a wide range of activities including but not limited to: transporting, setup, and operation of video production equipment, audio equipment, and lighting equipment, creative contribution to the overall production through shot selection, lighting control, and post production work, non-linear editing using multiple software applications, and collaborating with various organizations and departments.

QUALIFICATIONS

Video production interns should be able to work independently with attention to detail, to effectively communicate with others, to learn various software applications, and to be project oriented working through all necessary steps toward goal completion. 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 experience related to video production is preferred.

RESPONSIBILITIES

1. Serve as a camera operator, lighting technician, audio technician or grip as assigned by Chief Editor / Photographer, Station Manager or General Manager.
2. Transport, setup, and tear down all necessary production equipment to studio or on-location sites.
3. Use non-linear editing software, graphics software, and audio editing software for all post-production needs to complete editing projects by assigned deadline.
4. Work with producer and other staff to improve the overall quality of channel programming by using creative production techniques and always striving for excellence.
5. 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.
6. Assist Chief Editor & Photographer with proper tracking and maintenance of all equipment and electronic files.
7. Provide regular input to help guide the channel's promotions, programs, and production schedule.
8. Other opportunities including acting, producing, 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.

