

Status: Internship

Reports to: VP, Digital and Data Operations

Availability: Spring 2020

Duration and Hours: 12 weeks, up to 20 hours per week.

Summary

The Digital Media intern will have a hands-on immersive experience creating original content to support ThinkAlong, a student-facing interactive multimedia support program designed for use in traditional or blended classrooms as a way to support individual, small group, or whole-class learning.

In addition, interns will learn and perform all media creation production tasks, from pre-production planning and production through post-production editing and posting, receiving hands-on instruction from a team of content professionals poised to create exciting projects to engage audiences across multiple platforms.

- Internships last 12 weeks.
- Interns can expect to work up to 20 hours per week. Individual scheduling and days/times of work will be negotiated with the applicable Manager. (*Note:* Undergrads requiring 126 hours for course credit may work an additional 6 hours during their internship.)
- Interns are paid \$11.00 per hour in accordance with Connecticut Wage and Hour law. All interns must complete Timecards.
- Interns are required to attend a Newcomer's Orientation, scheduled on their first day.

Essential Functions

- Research story ideas
- Conduct phone and on-camera interviews
- Schedule logistics for personnel, space time, equipment, etc.
- Write, edit and post articles for online publication
- Write and edit scripts
- Perform pre-production tasks (equipment set-up, space preparation, etc.)
- Perform production tasks (video camera operation, sound acquisition, lighting placement, sound checks, etc.)
- Perform post-production tasks (video, sound & image editing, writing & editing, posting videos and articles, etc.)
- Other duties as assigned.

Knowledge, Skills and Abilities

Knowledge of:

- Public radio mission and mission of CT Public.
- Video equipment and production techniques.

Skill in:

- Adobe programs and/or other video & audio editing software.
- Self-starting, organization, and working independently.
- Research and have strong written and oral communication skills.
- Social media and website editing.
- Juggling multiple tasks with accuracy and efficiency and work well with all staff.
- Working under deadline pressure.
- Microsoft programs, including Excel, Outlook and Word and intermediate computer skills.
- Interpersonal and/or telephone skills.

Ability to:

- Learn basis of radio production.
- Report and tell diverse stories.

- Arrive at work when scheduled.
- Be a creative thinker who is resourceful and motivated.
- Respond to feedback and editorial direction.
- Superior attention-to-detail
- Be creative, original, and have a desire to learn.

Candidates should be pursuing a career or course of study related to Communications or Journalism; however, other majors and interests are always considered. A personal vehicle is preferred, or familiarity with public transit systems.

To apply, visit ctpublic.org/internships

For additional information or questions, please contact internships@ctpublic.org