

Status: **Internship**

Reports to: **Executive Producer, CPTV**

Internship Description

Availability: Spring 2017

Hours: 12 weeks, 12 hours per week.

Internship Summary:

The Production Assistant for CPTV Video Originals will assist with various video production projects in all aspects of production including pre-production research and phone calls, site surveys, production assistance on shoots, behind-the-scenes photography & posting for social media/web, asset management assistance, etc. Students with an interest in television production, digital media, research, writing and information gathering should apply.

- Spring semester internships run from February 5, 2018 and must be completed no later than April 27, 2018.
- All Internships are 12 weeks long.
- Interns work 12 hours per week, 6 hours per day. (* Note: Undergrads requiring 126 hours for course credit will be able to work 1 additional 6 hour day during the 10 weeks.)
- Interns are all paid \$10.10 per hour and must fill out time sheets.
- All interns are required to attend an orientation – date & time to be announced.

Internship Responsibilities

- Assist Executive Producer in all aspects of video production, including developing and researching relevant stories for TV and web.
- Research topics using a variety of sources, including video archives, the internet, library archives, and others as needed.
- Assist with producing/scheduling and publishing social media content (photos, videos) relevant to production.
- Support staff by making phone calls, inputting data, and performing other tasks as required.
- Run production errands such as purchasing supplies, props, equipment, food and other necessities for the project.
- Provide assistance as needed on shoots in all components of the production, including sound, lighting, camera, editing, and post-production.
- Assist with logging footage.
- Assist with publishing photos/videos to the CPTV.org website.
- Attend production meetings.
- Other tasks as assigned.

Internship Skills/Qualifications

- Highly organized self-starter with an ability to work independently.
- Some familiarity with video production process.
- Demonstrated ability in digital still photography – experience shooting live events a plus.
- Ability to work closely with others and be flexible in a production office setting and on shoots.
- Good knowledge of social media, including YouTube, Facebook Live, Instagram Stories, and uploading/scheduling posts.
- Strong writing and research skills.
- Practical experience with creating or editing websites – some HTML knowledge helpful.
- Must be able to arrive at work when scheduled and meet deadlines as assigned.
- Excellent telephone skills and professional demeanor.
- A great attitude, enthusiasm to learn, and a hearty sense of humor.
- A personal vehicle is preferred, or familiarity with public transit.
- Candidates should be pursuing a career or course of study related to communications, video production, or digital media, but other majors and interests will be considered.

To apply, send resume, cover letter, and completed application to:

Internships at CPBN

Connecticut Public Broadcasting, Inc.

1049 Asylum Avenue,

Hartford, CT 06105

humanresources@cpbn.org