

Position: **Media Lab Intern**  
*Connecticut Public Learning*



Status: **Internship**

Reports to: **Director of Education, Connecticut Public Learning**

### **Internship Description**

Availability: Summer

Hours: 8 weeks, 20 hours per week

#### Internship Summary:

Media Lab interns will have a hands-on immersive educational experience creating original content to support Connecticut Public Learning initiatives. Interns will learn and perform all the media creation production tasks, from pre-production planning and production through post-production editing and posting. Students will receive hands-on instruction from public media professionals and will create exciting projects to engage audiences on multiple platforms..

- Media Lab internship is 8 weeks long.
- Interns work 20 hours per week, 4 hours per day.
- 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**

- 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.)
- Perform other duties as assigned

### **Internship Skills/Qualifications**

- Knowledge of computers and the internet
- Knowledge of Microsoft programs, including Excel, Outlook, and Word
- Knowledge of video equipment and production techniques
- Knowledge of Adobe programs and/or other video & audio editing software
- Superior attention to detail
- Strong organizational skills
- Strong writing, proofreading, and editing skills
- Strong interpersonal and/or telephone skills
- Strong sense of creativity and originality
- Strong desire to learn

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For additional information or questions, please contact [internships@ctpublic.org](mailto:internships@ctpublic.org)