



Status: Internship
Reports to: VP, Digital Operations
Availability: Fall
Duration and Hours: 10 weeks, 12 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 10 weeks.
- Interns can expect to work 12 hours per week. Individual scheduling and days/times of work can 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 \$10.10 per hour through 9/30/2019 and \$11.00 an hour after 10/1/2019. All interns must complete Timecards.
- Interns are required to attend a Newcomer's Orientation, scheduled on their first day.

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.)
- Other duties as assigned.

Qualifications

- Highly organized self-starter with an ability to work independently.
- Excellent research skills.
- Strong written and oral communication skills.
- Must be able to arrive at work when scheduled.
- Practical experience with social media and website editing.
- Superior attention-to-detail
- Strong organizational skills.
- Strong interpersonal and/or telephone skills.
- Strong sense of creativity and originality.
- A desire to learn.
- A personal vehicle is preferred, or familiarity with public transit.

Knowledge, Skill and/or Abilities

- Knowledge of the public radio mission and mission of CT Public.
- Knowledge of Microsoft programs, including Excel, Outlook and Word.
- Knowledge of video equipment and production techniques.

- Skill in Adobe programs and/or other video & audio editing software.
- Skill in computer and internet usage.
- Skill in website editing.
- Ability to learn basics of radio production.
- Ability to report and tell diverse stories.
- Ability to juggle multiple tasks with accuracy and efficiency and work well with all staff.
- Ability to work under deadline pressure.
- Ability to respond to feedback and editorial direction.

Candidates should be pursuing a career or course of study related to Communications or Journalism; however, other majors and interests are always considered.

To apply, visit ctpublic.org/internships

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