



Next Step Media Development Intern

General Overview:

Under general direction, the Media Development Intern will create media and video products for internal and external uses; analyze organizational media needs and develop short-term and long-term goals for media options.

Reports to:

Executive Director

Role & Responsibility:

- Shoot, edit, and build projects for college readiness activities
- Record Next Step events, workshops, and activities to be used in promotional projects
- Co-chair pre-production and post-production meetings
- Use knowledge of video, graphics, animation, and interactive design to support product strategies and communication plans.
- Be able to identify necessary pre- and post-production steps required to successfully deliver a photography or videography project.
- Demonstrate the ability to manage time and resources on a deadline.
- Assist with video production (setup, shoot, lighting, and breakdown), video editing and color correction, rendering and compressing broadcast quality HD video.



Knowledge, skills, abilities, and experiences needed:

- Self-motivated, team player with ability to work independently
- Excellent verbal and written communication
- Ability to work in a high-paced, demanding environment
- Effectively interact with team members, maintaining professionalism at all times
- Organizational and time-management skills
- Eagerness to learn, self-motivated, business oriented, flexible and accountable
- Ability to interface with all levels of personnel and public

Education and/or Equivalent Experience:

- Current college student majoring in media production, film, animation, or related field
- Willingness to wear multiple hats and complete different tasks assigned by Executive Director
- Experience with media software Ex. Final Cut Pro 7, Premier, iMovie, etc.
- Experience with graphic design is a plus
- Experience with Adobe Creative Suite is a plus
- Experience with camera, lighting, and audio capture
- Various light kits (lighting for interviews/small productions)
- GPA: 2.5 or higher