



1301 Washington Road, Westminster MD 21157
<https://www.carrollmediacenter.org/>

Position Description: Intern-Multimedia Production

Interested Applicants: Submit cover letter and resume to bshifflett@carrollmediacenter.org

Overview: The Multimedia Production Intern is responsible for support and supplemental duties related to community productions at the Community Media Center (CMC). This position will record, produce, edit, and distribute CMC content related to CMC members and Carroll County community engagement. This position will also be exposed to local PEG station operations and its relationship with the community. Position's expected weekly commitment: between 6-10 hours minimum. High school and college students are encouraged to apply. This internship is unpaid, but eligible for academic or course credit if approved by your educational institution.

Education/Experience:

This is an unpaid entry level internship position so a background in editing and narrative storytelling through media is preferred but not required. Initiative, self-management, and great communication skills are essential.

Required Skills and Abilities:

- Able to climb ladders, stand for long periods of time and be able to lift up to 50 pounds
- Ability to operate video production equipment
- Operate Mac OS operating systems
- Ability to work independently and provide instructional leadership
- Familiar with Social Media and online video distribution platforms
- Possess good oral and written communication skills and multitasking abilities
- Flexible Schedule to attend CMC member events outside of CMC facility office hours
- Ability to navigate and utilize Google Suite
- Ability to provide feedback to CMC staff on a regular basis to help improve the internship program

Essential Job Functions:

- Produce supplementary materials for community productions or CMC promotional material
- Create and operate animated graphics for studio programs using ROSS Xpression Studio
- Edit visual and audio elements into packages for narrative or promotional purposes using the Adobe Creative Cloud Suite.
- Complete CMC member equipment check outs and check ins ensuring accuracy of returns and longevity of equipment.
- Creating educational materials like handouts, posters, etc to provide members with tips on how to use equipment or video production techniques.
- Organize and maintain CMC studio and other areas in the facility
- Plan and coordinate CMC Media Makers studio productions
- All other duties assigned by Multimedia Management Staff