



1301 Washington Road, Westminster MD 21157

<https://www.carrollmediacenter.org/>

Position Description: Multimedia Production Internship

Internship Type: Temporary unpaid

Openings: Fall, Winter, Spring, and Summer semesters

Interested Applicants: Submit cover letter, [CMC Internship Application](#) and resume to rkamel@carrollmediacenter.org

About The Community Media Center

The Community Media Center of Carroll County (CMC) is a non-profit community media access center serving Carroll County and the surrounding area. The mission of Community Media Center is to provide innovative digital technologies and content to inform, engage and connect the many voices and interests of our communities. Founded in 1989, the CMC is a nationally recognized Community Media Center focusing on access to media and technology and the creation of local content on cable and digital media platforms. The CMC offers an array of services including outreach, training, production facilitation, production/creative and digital distribution. Our primary objective is to increase the amount of local content by, for and about the Central Maryland region.

CMC is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. CMC makes hiring decisions based solely on qualifications, merit, and business needs.

Overview: Openings fall, winter, spring, and summer semesters. 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, 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 75 pounds
- Ability to operate video production equipment
- Operate Mac OS operating systems
- Ability to work independently and provide instructional leadership



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- 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
- Access to reliable transportation for off and on-site assignments or events
- 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
- Participate in studio programs filling roles including but not limited to operating animated graphics, teleprompter, floor manager, and camera operator.
- Edit visual and audio elements into packages for narrative or promotional purposes using Davinci Resolve.
- Record video off-site to be utilized in packages for narrative or promotional purposes.
- Creating educational materials like handouts, posters, etc to provide members with tips on how to use equipment or video production techniques.
- Create graphics to be utilized as social media posts.
- Organize and maintain CMC studio and other areas in the facility
- All other duties assigned by Multimedia Management Staff

ORIGINAL:

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
- Participate in studio programs filling roles including but not limited to operating animated graphics, teleprompter, floor manager, and camera operator.
- Edit visual and audio elements into packages for narrative or promotional purposes using the Adobe Creative Cloud Suite. Davinci Resolve.
- Record video off-site to be utilized in packages for narrative or promotional purposes.
- 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.
- Create graphics to be utilized as social media posts.
- 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