



1301 Washington Road, Westminster MD 21157

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

Position Description: Internship-CMSportsNet Assistant Producer

Internship Type: Temporary unpaid

Openings: Fall/Winter/Spring

Start Date: TBD

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.

About CMSportsNet

The Community Media Center launched CMSportsNet in 2018 as a pilot program to cover Carroll County's local sports. Since then CMSportsNet has delivered over 165 highlight clips, multiple half hour wrap up shows and exclusive live online coverage of some of your favorite local sports. CMSportsNet is bringing local high school and college sports coverage to every screen in Carroll County. Football, Lacrosse, Soccer and wrestling - CMSportsNet is constantly expanding with a singular focus - giving the best seat in the house for Carroll County's local sports action.

Overview: The CMSportsNet Assistant Producer Intern is responsible for support and duties related to CMSportsNet's weekly show GameOn. Position's expected weekly commitment: between 10-12 hours minimum. This internship is unpaid, eligible for academic or course credit if approved by your educational institution.

This internship will require a dedicated college student to assist and aid in the development and structuring of the show's episodes. The intern will work with the show host and CMC's Sports Director/Producer and Sports Editor/Reporter to coordinate and aid in show outlines, production setups and other duties as assigned.

Education/Experience:

This is an unpaid college internship position so a background in media production, broadcast or communication/cinema is preferred. Preferred, experience in television production, including familiarity with studio and field production equipment.



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

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/audio equipment and Mac OS operating systems
- Familiar with Social Media and online video distribution platforms
- Ability to take direction and instructions from management
- Ability to work independently and provide instructional leadership
- Ability to manage time and assignments with minimal supervision
- Ability to perform routine maintenance and basic troubleshooting
- Professional communication and public relations skills
- Possess good oral and written communication skills, and multitasking abilities
- Initiative and self-management skills are essential
- Ability to provide feedback to CMC staff on a regular basis to help improve the internship program
- Access to reliable transportation for off and on-site assignments or events

Essential Job Functions:

- Updating weekly graphics at NewBlue work station Wednesday mornings.
- Spend time pulling clips and edit them down to be included in the show.
- Attend weekly pre-show meetings with the CMSportsNet team.
- Participate in setup and operation of the control room and studio every Wednesday from 1-3pm.
- Assist in editing the show for airing on Wednesday nights at 7pm.
- All other duties assigned by CMSportsNet Management Staff.