Scope of Work for Intern

Summary of Position:

This unique internship opportunity will help an individual gain experience in all aspects of Multimedia, including videography and video editing, web design and creation and social media. The position will assist in the development of on-campus projects, and social media outreach.

The ITC is seeking an innovator who shares our mission and possesses strong communication skills, a willingness to learn, and likes to work with others in a collaborative setting.

Duties include:

- Organizational and project-specific skills in setting up shoots, editing and equipment care.
- Assist the Multimedia Technician in the ITC and work with the Distance Education Coordinator, faculty and staff in organizing and producing timely and unique calendar deliverables, including videos, blog postings, e-newsletters, website content updates, social media events, etc.
- Videotaping and assisting in the editing of the video, including titles, effects, etc.

Requirements:

- Strong verbal and written communication skills
- Works well in a team or one-on-one, takes direction easily and works well with a wide variety of people
- Working knowledge Adobe Premiere Pro and Encore CS 5.5
- Working knowledge of graphics editing and creation software such as Photoshop, Illustrator
- Experience working in social media, or communications in some capacity is a plus, but not a necessity
- Self Starter who works well with others while maintaining a good sense of humor and professionalism
- Committed to high-quality work product

Contact:

Please send resume and cover letter to Jana Connell at connellj@yosemite.edu or Abby Sunday at abbylyn2020@hotmail.com