

**Associated Students, CSULB
Position Description**

Position Title: Video Production Internship
Division: Student Media
Department: 22 West Media
Reports To: 22 West Video Chief Executive Producer
Classification: Internship
Wage Range: Non-paid Volunteer
Duration: One semester - 15 weeks

POSITION SUMMARY:

Under curriculum supervision of the ASI Student Media Coordinator and the direct supervision of the 22 West Video Chief Executive Producer, participates in the multimedia production process for 22 West Video segments and shows, including pre-production (writing, storyboarding, researching), production (camerawork and sound mixing) and post-production (editing in Adobe Creative Suite and Final Cut Pro). No experience necessary. Academic credit is available upon request.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Include the following. Other duties may be assigned.*

1. Complete all internship assessment and trainings as assigned.
2. Participate as a crew member on a variety of projects throughout the semester, as necessary, to obtain experience in camera work and sound production.
3. Attends weekly 22 West Video General Meeting (at 6 p.m. on Thursdays, USU Senate Chambers).
4. Participates on 22 West Video "street team" promoting our program, shows and segments. Participates in promoting multimedia content via social media and on campus, as necessary.
5. Completes a number of multimedia production assignments (intern syllabus), designed to train intern class in all aspects of multimedia video production and could require participation include a company-wide intern project.
6. Gathers video B-roll of campus events, captions videos, and organizes video server to maintain storage and timely distribution of digital content files.
7. Completes website upload training and assist with the uploading and refreshing 22 West Video online content.
8. Maintains 10 weekly office hours in the 22 West Media office, USU 112.

MINIMUM QUALIFICATIONS

Education and Experience

Currently enrolled at CSULB, in Film & Electronic Arts, Journalism, Creative Writing or related major preferred. Must have a cumulative GPA of 2.0. Class credit for 120 hours is available.

Knowledge and Abilities

Successful candidate will possess knowledge of journalism ethics and media/web production, as well as the ability to connect well with student and be a team player with a great attitude. Must be willing to work with an ethnically and culturally diverse group of student staff and volunteers. Ability to work in fast-paced

environment. Exceptional organizational and communication skills, dependability and punctuality are a must. Must possess enhanced leadership skills and be able to work in a diverse environment.

Other Qualifications

This applicant must be available to work evenings and weekends during the academic year. Ability to interpret and carry out assigned tasks in a timely manner. Employee must have strong collaborative skills, be adaptable to last-minute changes and have the ability to work effectively with a wide variety of people and personalities.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to sit at a desk or computer workstation and use hands and fingers to key data, sort documents, and file paperwork. The employee is frequently required to stand and be able to talk or hear in interactions with others. The employee is occasionally required to walk to other offices within the building and around the campus. The employee must be able to lift and/or move up to 45 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those that must be met by an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate, but can become high in athletic competition settings, both indoor and outdoor.

I acknowledge receipt of the foregoing Position Description and understand that I am accountable for the performance of the Essential Duties and Responsibilities contained therein.

Employee's Signature _____ Date _____

I acknowledge receipt of the foregoing Position Description and approve it as an accurate representation of the Essential Duties and Responsibilities of the position, as well as its Minimum Qualifications, Physical Demands and Work Environment.

Supervisor's Signature _____ Date _____