

## **Associated Students, CSULB Position Description**

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| <b>Position Title:</b> | <b>Virtual Video Production Internship</b>            |
| <b>Division:</b>       | University Student Union                              |
| <b>Department:</b>     | ASI Student Media – 22 West Video                     |
| <b>Reports To:</b>     | Student Media Coordinator/22 West Video Exec Producer |
| <b>Compensation:</b>   | Unpaid Volunteer                                      |
| <b>Duration:</b>       | Semester-by-Semester Basis                            |

### **GENERAL STATEMENT**

Under the supervision of the Student Media Coordinator the Video Production Intern will develop their multimedia skills as they take on leadership roles within 22 West. Their role is to aid in the creation of content for 22 West Media's three branches - radio, video and magazine. The internship culminates in a project that includes all three aspects of multi-media production on a single theme.

### **Following remote production COVID 19 risk prevention guidelines, ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.**

1. Assist producers, programmers or editors in creating content for shows, social media or magazine publication.
2. • Attend pitch meetings, writer's rooms and pre-production meetings scheduled by your supervisors.
3. • Take on additional roles, assisting in video and radio productions and online print production.
4. • Organize and lead a crew on a project to create content.
5. • Know basic audio and video editing procedures.
6. • Edit company projects, when asked, whether it be shows, promo materials, or cross platform content.
7. • Help in the creation of packages of our best content each month. Attend weekly virtual internship meeting, 22 West staff meetings (as needed) and company trainings.
8. Perform other duties as assigned.
- 9.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience**

Current enrollment in Communication Arts, Electronic Arts or Journalism required. Class credit for 100 hours is required.

#### **Knowledge and Abilities**

Successful candidate will possess knowledge of journalism ethics and media/web production, as well as the ability to connect well with students. Must be willing to work with an ethnically and culturally diverse group of student staff and volunteers. 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 a 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.

*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 \_\_\_\_\_

**Apply through the ASI website: <https://www.asicsulb.org/corporate/>**

**- Go to the WORK tab**

**- Click APPLY HERE**

**Find the 22 West Video Production Internship**