



Creative Services Internship

Description:

The Creative Services Intern will assist with studio productions, field productions and editing for government meetings, community events and contract productions in support of TCMedia's mission to provide communications resources to build stronger communities.

Activities and Learning Opportunities:

Video Production Support

- Assist with recording government meetings.
- Serve as a grip or camera operator on single camera field shoots.
- Capture and/or edit government, community or contract productions.
- Act as studio crew for in-house studio productions.
- Work as crew for community productions involving mobile truck or tri-caster.
- Operate robotic cameras, studio and control room equipment, mobile livestream system, and utilize Final Cut Pro X editing suites.

Media Center Operations

- Perform production equipment check-in/out and maintain storage room.
- Assist community producers with technical problems.
- Support staff when conducting training workshops.

Administrative Support:

- Assist with general administrative duties including but not limited to: answering phones, preparing mailings, copying forms and documents, greeting guests, conducting tours of the facility, and answering questions.

A single quarter commitment is an unpaid/credit bearing internship. Interns who make commitment of two quarters will be compensated their second quarter. Work study accepted.

Qualifications:

Demonstrated experience and or training in video production, digital media, and/or film. Experience with non-linear editing, digital video cameras, and/or multi-camera studio production is highly desirable.

Ability to work independently with limited supervision.

Good interpersonal skills, writing, and verbal skills.

Knowledge of computer operation and software commonly used in an office setting is required.

Knowledge of the greater Thurston County community.

Thurston Community Media
440 Yauger Way SW Suite C
Olympia, WA 98502
(360) 956-3100



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Experience with graphics applications, web publishing, and Internet video.

Expectations:

Time commitment of 10-20 hours per week.

Ability to lift 30 lbs.

Demonstrated professionalism in interacting with community and team members.

Access to reliable transportation to multiple job sites.

Ability to work nights and weekends.

Apply:

Please submit a resume and a cover letter detailing your experience and interest in working at TCMedia via email to Susan Willis, Director of Creative Services at swillis@tcmmedia.org. Please include "Creative Services Intern" in the subject line of your email. Video Demo and references are helpful but not required. Position is open until filled.

The internship is related to an educational purpose and there is no guarantee or expectation that the activity will result in future employment with Thurston Community Media.

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