



Member Services Internship

Description:

The Member Services Intern will participate in all facets of the daily operation of the TCMedia production facility. Interns will assist community members and assist Community Engagement staff in support of TCMedia's mission to provide communications resources to build stronger communities.

Activities and Learning Opportunities:

Media Center Operations

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

Video Production Support

- Learn to operate all video equipment at TCMedia facility.
- Work on crew during TCMedia community and government studio productions as camera operator, audio technician, or director.
- Produce, shoot, and edit TCMedia field productions using single-camera techniques.
- Work with staff on multi-camera field productions utilizing remote production truck.

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:

Intern should have intermediate experience in the areas of video production and a high degree of comfort with technology.

The candidate should have cultural competency when interacting with diverse groups and individuals of differing backgrounds. Must have knowledge of their own cultural background and awareness of their interactions with others.

Commitment to ensuring media tools, technology, and training are accessible to all people.

Expectations:

Time commitment of 10-20 hours per week.

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



Thurston Community Media

Ability to lift 30 lbs.

Demonstrated professionalism in interacting with community and team members.

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 Deborah Vinsel, CEO at dvinsel@tcmmedia.org. Please include "Member Services Intern" in the subject line of your email.

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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