

## Internship Announcement

### Position: **Multimedia Intern, Summer 2021**

**Hours and compensation:** MIM will work with interns to create a schedule that fits the needs of both the student and the department. Interns will be compensated at the current minimum wage. Candidates for this internship should be able to fulfill approximately twenty hours per week. Some evenings and weekends required.

**Position Summary:** MIM seeks an intern to work alongside its multimedia team on various aspects of video production and editing for the museum and MIM Music Theater. The intern will work closely with the Creative Department's visual media producer.

#### Position Responsibilities:

- Assist in the post-production of in-house video content for the museum, education programming, events, and the MIM Music Theater. Duties include transcribing audio, captioning footage, and editing video
- Capture b-roll footage and assist with filming on-set during productions
- Follow design parameters and stylistic guidelines consistent with the MIM brand
- Maintain MIM's video database with keywording and asset management

#### Qualifications:

- Current student enrolled in an accredited degree program, or a recent college graduate
- Self-starter demonstrating initiative, creativity, and flexibility
- Well organized and able to work effectively in a fast-paced environment with multiple priorities and deadlines
- Able to work both independently and with supervision
- Previous video production and editing experience, with a desire to pursue a career in filmmaking or media production preferred
- Previous photography experience is a plus but not required
- Basic knowledge of video production equipment including DSLR cameras, audio recording equipment, and lighting systems
- Experience with NLE software (preferably Premiere Pro)
- Knowledge of Adobe After Effects and Photoshop is a plus but not required
- Passion for music and the arts is preferred

**Educational Objectives:**

- Gain professional multimedia experience at a world-class nonprofit organization
- Strengthen understanding of video production's role and impact within a museum/nonprofit setting
- Increase experience level in using editing software and video equipment
- Become familiar with nonprofit/museum administration practices
- Improve professional communication skills

Qualified candidates should submit a resume and cover letter via the link below:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=618e6cec-0201-4f4a-8957-17b53a2a008e&cclid=19000101\\_000001&jobId=400301&source=CC2&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=618e6cec-0201-4f4a-8957-17b53a2a008e&cclid=19000101_000001&jobId=400301&source=CC2&lang=en_US)