



## Video Intern – Job Description

**JOB TITLE:** Video Intern

**ALTERNATE TITLES:** Content Creation, Video Production, Video Editor

**REPORTS TO:** Production Manager, Producing Artistic Director

**JOB TYPE:** Seasonal, Salaried

**SUPERVISES:**

**GENERAL JOB STATEMENT:** Responsible for video support of all shows during the summer including, but not limited to, editing of video shots for media, editing of final cuts of shows, editing of media for social media distribution. Content creation and/or projections programming may be requested as well, based on individual's experience and ability.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- In consultation with the Production Manager and/or Development Director, create and adhere to a schedule for delivery of media content.
- Edit and touch-up raw footage as directed using Final Cut Pro X, Adobe Premier, or similar.
- Maintenance of a comprehensive video archive system, including any redundancies as needed.
- Completion of finalized show videos.
- Knowledge of Handbrake or similar video ripping software.
- Knowledge of CC Media Encoder or similar media encoding tools.
- Creation of audio CDs based on prior video renditions of shows as directed by the Producing Artistic Director.
- Uploading of completed content onto Dropbox for sharing with other organizations.
- As able, assist in media and content creation as needed for show projections.
- As able, assist in programming of video projection software (Watchout 5).
- Maintain a clean and safe work environment.
- **Any additional tasks as requested by Development Director or the PM.**

### **QUALIFICATIONS AND SKILLS:**

- Bachelor's Degree in Technical Theatre or related field / equivalent experience is preferred.
- Minimum 3 years' experience in technical theatre is preferred.
- Ability to work in Final Cut Pro X, Adobe Premier, or similar; Adobe Photoshop, GIMP, or similar.
- Familiarity with Windows and Mac-based operating systems.
- Familiarity with Dropbox.
- Ability to work with basic image and video creation software.
- Preference given to applicants able to work in Watchout projections software, or with an ability to learn the software.
- Excellent communication and interpersonal skills.
- Strong organizational skills.