



VIDEO PRODUCTION INTERN

STATUS: Student employment or paid internship

LOCATION: Duncan Alumni House, Millersville University

COMMITMENT: A minimum of 10 hours per week is preferred

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Manage independent video & motion graphic projects from start to end.
2. General video production duties including storyboarding, shooting, editing video and audio in a timeline, supplying rough cuts/video drafts for review and exporting final content.
3. Use Adobe Premier Pro, After Effects and Photoshop to create visual effects.
4. Work directly with clients and talent to schedule interviews and production dates.
5. Assist other team members in production of all UC&M video projects.
6. Email and work directly with different University staff in a professional manner.
7. Work directly with UC&M directors to bring creative ideas to life.

Other duties may be assigned

JOB QUALIFICATIONS & REQUIREMENTS:

1. Ability to manage time and workload on independent projects
2. Willingness to learn and work as part of a creative team
3. Strong communication skills and ability to give big ideas
4. Intermediate working knowledge of Adobe Premier Pro or similar software
5. Experience with professional audio/video equipment is preferred