

INTERNSHIP

Position: **Media Lab Internship**
Connecticut Public Broadcasting Network



Status: **Internship**
Reports to: **Director of Education, CPBN**

Internship Description

Availability: Summer (June 12-August 4, 2017)

Hours: 20 hours per week

Internship Summary: Media Lab interns will have a hands-on immersive educational experience creating original content to support CPBN initiatives. Interns will learn and perform all the media creation production tasks, from pre-production planning and production through post-production editing and posting. Students will receive hands-on instruction from public media professionals and will create exciting projects to engage audiences on multiple platforms.

Internship Responsibilities

- Research story ideas
- Conduct phone and on-camera interviews
- Schedule logistics for personnel, space, time, equipment, etc.
- Write, edit, and post articles for online publication
- Write and edit scripts
- Perform pre-production tasks (equipment set-up, space preparation, etc.)
- Perform production tasks (video camera operation, sound acquisition, lighting placement, sound checks, etc.)
- Perform post-production tasks (video, sound, and image editing, writing and editing, posting videos and articles to online outlets, etc.)
- Assist with social media posts for the Media Lab (Twitter, Facebook, YouTube, etc.)
- Perform other duties as assigned

Internship Skills/Qualifications

- Knowledge of computers and the Internet
- Knowledge of Microsoft programs, including Excel, Outlook, and Word
- Knowledge of video equipment and production techniques
- Superior attention to detail
- Strong organizational skills
- Strong writing, proofreading, and editing skills
- Strong interpersonal and/or telephone skills
- Strong sense of creativity
- Strong desire to learn
- Experience with Adobe products and systems preferred

To apply, send resume, cover letter, and completed application to:

Human Resources
Connecticut Public Broadcasting, Inc.
1049 Asylum Avenue,
Hartford, CT 06105
humanresources@cpbn.org