

POSITION TITLE: Intern, Videographer**INTERN NAME:****DATE:****DIRECT REPORT:****SENIOR DIRECTOR:**

Position Responsibilities	Experiences/Trainings to Complete	Due Date
<ul style="list-style-type: none">– Attend All-Staff Meetings– Attend Visual Media Meetings– Attend Video Team Meetings– Attend Arts Department Meetings	<ul style="list-style-type: none">– Develop weekly schedule– Develop working competency in Final Cut and Adobe computer software– Develop working competency studio and travel equipment (cameras, lighting, audio hardware)– Perform Event filming– Perform Studio filming (talking heads, interviews and special projects)– Develop working competency in Final Cut editing (talking heads, interviews, life-change stories, lyric videos, music videos, TV broadcasts)– Develop working competency in the Producer role for all types of video projects mentioned above– Develop working competency in LIVE Production filming (stage experience)– Observe and participate in creative meetings (WOW and HOW)– Contribute to Studio set creation (design and development of sets)	