

POSITION TITLE: Intern, Videographer

INTERN NAME:

DATE:

SUPERVISOR:

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) 	