

METROPOLIS

P E R F O R M I N G A R T S C E N T R E

Position Title: Video Production Intern
Department: Marketing
Reports To: Communications Director

General Description: Video production internship position with a \$3 million not-for-profit performing arts institution based in Arlington Heights, Illinois. Responsible for assisting the Marketing department in development and production of short television spots and other multimedia promotions.

Qualifications: Seeking degree in Marketing, Communications, or Multimedia Production; exemplary collaborative and communication skills; creative and detail minded; ability to meet deadlines; basic knowledge of the video production process: working with the MiniDV format, capturing video, using pre-existing artwork and the ability to create some basic artwork when needed, a sense of basic graphic design and layout, using After Effects when necessary to create some basic backdrops or moving type treatments, compositing all final elements in Final Cut Express, outputting back to tape and a basic knowledge of codecs and the compression process, proficient with Adobe After Effects, Adobe Photoshop, Adobe Illustrator, Final Cut Express/Pro, has access to personal workstation and e-mail.

Description of Duties/Responsibilities:

- Assists with design and execution of video projects for live television spots in the Chicago suburbs utilizing aforementioned programs
- Assists with recording, editing, and publishing of promotional videos
- Learns about and utilizes website and e-marketing in relation to video posting
- Works remotely at personal workstation on development of imported video footage

Learning Objectives:

Throughout the internship, the intern will be able to:

- Maintain effective communication with his/her supervisor and the Metropolis staff
- Work successfully as a team player with the other members of the Metropolis staff
- Effectively manage his/her time
- Show a willingness to learn from and contribute to every situation
- Utilize his/her own personal strengths for the betterment of Metropolis

As a result of this internship, the intern will be able to:

- Gain the knowledge and skills necessary to pursue a degree or career in a field related to video production
- Develop a professional video portfolio reel

Please fax (847.577.5992) or email (jobs@metropolisarts.com) your resume. No phone calls please.