Marketing & Communications Video Production Internship

Department: MIT Libraries Administrative Services

Reports to: Marketing and Communications Officer

Duration: 3-4 months (likely Sept–Dec, but exact start/end dates are flexible)

Hours: 20 hours/week; some work may be done remotely

Compensation: $15/hr

Description: The Video Production Intern will create a series of short (less than 2 minute), engaging videos to be used on the Libraries’ website and social media. The intern will coordinate with the Marketing and Communications Officer and others to conceptualize/storyboard videos, shoot video and conduct interviews, edit footage and add necessary audio and captions, and upload videos to YouTube and/or Facebook. Subjects could include (but are not limited to) promotion of library collections, services, and events; impact of the Libraries; how-to’s; or the MIT Task Force on the Future of Libraries report. The intern should be knowledgeable about/sensitive to issues of accessibility and inclusive communications.

Qualifications:
Skills and abilities desired:

• Experience in video production and video editing
• Experience with visual storytelling
• Experience interviewing subjects
• Strong communication and collaboration skills
• Ability to work independently and efficient time management
• Interest in the higher education and/or library field

To Apply:
Send a cover letter and resume with link(s) to samples of your work to video-lib@mit.edu

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