Federal Work Study
Job Description Form

Job Title: Production Intern
Department or Organization: Easthampton Media
Address (Off campus only):

Supervisor: Jeffrey Mastroianni
Office: (413)203-1360
Phone: (802)258-0150
Email: intern@easthamptonmedia.org

Designee: Tim Riley
Office: (413)203-1360
Phone: 
Email: intern@easthamptonmedia.org

General Job Description: Production interns to assist its staff and producers with live broadcasts, studio and field productions, and content creation. Interns will also get a solid working knowledge of studio and field production and content creation. They will also have the opportunity to add to their “reel” for future employment.

Duties include: Set-up and breakdown of production equipment. Preparing the studio for productions, Camera operation, planning/directing studio and field shoots. Editing video. Creation of digital content for our channels.

Opportunities for Advancement: Please list those duties an employee can expect to learn in terms of job growth, if rehired.
Interns will get a solid working knowledge of studio and field production and content creation. They will also have the opportunity to add to their “reel” for future employment.

Responsibility Involved: Consider responsibility for direction of others, service to the public, equipment or materials used, and the amount of confidentiality required. Interns are expected to adhere to best practices with respect to working in a production environment as well as the care and handling of production equipment. Interns will also be expected to handle themselves in a responsible and professional manner when working with staff and producers.

Skills and/or previous experience desired:
Qualified candidates will have experience in studio and field production, including the use of cameras and production equipment, live production switchers, and video lighting. Experience with NLE editing software and motion graphic software is preferred. Interns will work 6-8 hours per week on average, and must be available evenings and weekends as needed.

Amount of supervision required: ☑️ Regular   ☐️ Occasional   ☐️ Minimal
Student employees are not permitted to work without any supervision.

Hours desired to cover (evening, weekend, etc.): 6-8 hours per week. Evenings and weekends as needed.

How to Apply: Contact supervisor/designee listed above.

Completed and Submitted By:
Jeffrey Mastroianni
Print Name of Supervisor

Executive Director
Date
March 30, 2022

Please return completed form to drosado@hcc.edu