



## Sample High School Intern Positions – Media, Technology and Design

### AV Support Technician Intern

#### Responsibilities:

- Test daily functionality of AV and integrated conference rooms.
- Perform routine testing and problem diagnosis for projectors, microphones, speakers, amplifiers and LCD/Plasma displays.
- Help set up or breakdown onsite meetings that require use of AV infrastructure (audio, video conferencing, webcasting, visual display or projection and control system (AMX, Crestron) operations.
- Assist with client and customer help desk ticketing system to track end user requests.
- Coordinate with customer staff to document AV and basic infrastructure requirements for any new conference room or media design.
- Ensure all conferencing spaces are presentable for use.
- Troubleshoot AV/V problems as needed.

#### Qualifications/Requirements:

- Knowledge of basic signal flow for audio, video and control.
- Experience with AV control, videoconferencing, and web conferencing.
- Basic computer skills.
- Effective communication and interaction with employees, clients and colleagues.
- Work effectively with all levels of the organization.
- Ability to multitask with changing priorities.
- Good customer service skills.
- Strong organizational skills and excellent attention to detail.
- Must be able to lift and/or move up to 50 pounds, be able to climb ladders up to 20 feet tall and be able to work in small and/or uneven surfaces.

### Digital Advertising Sales Intern

#### Responsibilities:

- Assist with creation, maintenance and execution of marketing and sales materials, such as artwork and images, social media, video assets, one sheets and PowerPoint slides.
- Enter advertiser contract information into in-house contract management system.
- Support digital sales planners by entering deal information.
- Send campaign screenshots/proof of campaign launch to agencies.
- Assist in scheduling sales events.
- Assist in booking and monitoring active campaigns.
- Assist in preparing end-of-month billing for finance.
- Perform other administrative tasks as required, i.e. answer phones, handle appointments, arrange conference calls, etc.

#### Qualifications/Requirements:

- Exceptional attention to detail and ability to follow through.
- Fluency with Microsoft Word, Excel, PowerPoint, and Outlook.
- Strong analytical and problem-solving skills.



- Ability to multitask and stay focused in a fast-paced, deadline-driven and team-oriented environment.
- Ability to work independently and take initiative.
- Strong communication and interpersonal skills, both verbal and written.
- Basic understanding of digital advertising, online display, affiliate and search advertising, and social media.

## Production Assistant Intern

### Responsibilities:

- Assist DP/cinematographer with camera and gear equipment, including setting up and breaking down equipment.
- Assist sound recorder and gaffer with production requests.
- Perform testing on equipment to determine technical quality of recording, audio and lighting.
- Assist in the selection, security, operation and maintenance of equipment utilized in shooting and editing.
- Assist in editing and assembling final visual/audio program material, such as integrating music, dialogue, graphics and effects, creating rough and final cuts, etc.
- Maintain an archive for video, still and audio content using Adobe Photoshop Lightroom.
- Answer field phone calls and communicate messages in a clear and organized manner.
- Other administrative work as assigned.

### Qualifications/Requirements:

- Basic understanding of video editing and experience with digital technology and editing software packages, especially Adobe Suite of editing products, including Premier Pro, Photoshop and Illustrator.
- Attention to detail and strong organizational skills.
- Ability to identify and manage priority requests, calls and meetings.
- Strong problem-solving skills.
- Enthusiastic and energetic team player.
- Excellent communication skills, both written and oral.
- Creativity and strong visual sensibility.
- Strong interest in film and television production.
- Must be able to lift up to 50 lbs, bend, stretch, stand for extended periods of time, climb stairs, reach, twist, sit, walk and/or run.

## Junior Graphic Designer Intern

### Responsibilities:

- Resize imagery for various social channels and ad placements, prepare file for web upload.
- Research and pull stock photography under instruction.
- Update old collateral to new brand standards.
- Assist in creating digital artwork for brands on social media, web, and real-world products, such as logos, direct mail pieces, branded promotional items, posters, flyers, etc.
- Assist in creating effective social media graphics and digital illustration under direction, such as banner ads, videos, GIFs, etc.



- Propose and brainstorm new and innovative ideas to engage target audiences via social media content and digital marketing.
- Coordinate and support client relationship management if needed.
- Other administrative work as assigned.

**Qualifications/Requirements:**

- Efficiency in software such as Adobe Photoshop, InDesign and Illustrator.
- Excellent communication skills and ability to conceive and express ideas independently.
- Understanding of current visual/graphic principles and trends.
- Strong work ethic with good attention to detail.
- Ability to organize time in a fast-paced environment; strict adherence to deadlines.
- Creativity and strong visual sensibility.
- Strong interest in graphic design, digital marketing and social media.
- Might require own computer.

Adapted from material created by the NYC Labor Market Information Service, CUNY Graduate Center.