

Indiana Historical Society

Video Production Intern

(updated 05/18)

The Indiana Historical Society (IHS) is seeking a creative and resourceful jack-of-all-trades who can assist with creating compelling short-form video content for the web and other digital platforms. The IHS Video Production Intern should be a self-starter who knows how to tell great stories with video and sound. This role is supervised by the Director of Public Relations but interfaces with several members of the IHS team.

ESSENTIAL FUNCTIONS:

1. Plan, shoot, edit and produce video content for a variety of IHS mission-related and promotional projects.
2. Use video and audio assets to execute creative concepts through to completion, with guidance and input from appropriate IHS staff members.
3. Operate and maintain IHS equipment, including DSLR camera, accessories and storage.
4. Handle the safe transfer and storage of all IHS video footage.
5. Maintain accurate records and logs of production activities.
6. Assist with brainstorming video content to highlight IHS collections, events, exhibits, programs and publications
7. Take approved ideas for video content from pre-production to post-production, including producing, scripting/storyboarding, shooting and editing
8. Care for IHS video and editing equipment and report any issues that arise
9. Perform other duties as assigned.

ESSENTIAL KNOWLEDGE, SKILLS, & ABILITIES:

1. Proficiency in all aspects of video production and workflow.
2. Proficiency using DSLR for video and audio capture.
3. Experience shooting and lighting video.
4. Proficiency editing and producing finished video using Final Cut Pro X.
5. Ability to creatively troubleshoot and resolve technical issues.
6. Ability to work independently with limited supervision.
7. Ability to communicate well and work collaboratively with internal and external contacts.
8. Ability to prioritize and manage multiple tasks, meeting fast-paced and long-term deadlines.
9. Strong video storytelling skills.
10. Strong detail and organizational skills.
11. Commitment to telling IHS stories in a meaningful and effective way.
12. Enthusiasm for creating viral media, no matter the assigned video topic.

PHYSICAL REQUIREMENTS:

Wrist & Visual Stamina – Ability to type and focus on a computer screen for prolonged periods of time

This position requires the intern to sit, stand, walk, stoop, kneel, crouch, crawl, and move and position objects. Intern must manually operate a camera, including the hearing/recognition of clear audio capture. Specific vision abilities required by this role include close vision, color vision, depth perception and the ability to adjust focus.

(Incumbent must be able to meet physical requirements with or without reasonable accommodations. Reasonability of requested accommodation is to be determined by IHS on a case-by-case basis, in accordance with the ADA.)

QUALIFICATIONS:

MINIMUM: Completed upper-level coursework (or portfolio equivalent) in video production, media arts, journalism, marketing, public relations and/or a related subject. Flexibility to work outside of normal business hours as needed, including occasional weekends, evenings and holidays (schedule determined on a semester-by-semester basis).

PREFERRED: Junior, senior or recent graduate of a college program (pursuing a degree in an area of study listed above).

SCHEDULE AND BENEFITS:

This is a one-semester position (offered in the fall, spring and summer) with a contract stipend of \$1,500. Students are asked to commit a minimum of 14 hours per week (with flexibility to modify based on mutual agreement) and complete a minimum of 185 hours by the semester's end. Students may use this internship for classroom credit as determined by their college or university's internship guidelines.

Exact schedule can flex from week to week, based on filming needs, student's class schedule, and other circumstances. While not guaranteed to be comprehensive, intern candidates may request a list of anticipated evening/weekend needs for the semester they are seeking.

Offered benefits include free downtown parking, staff discounts in the Basile History Market and the Stardust Terrace Café, and reciprocal benefits at other cultural institutions in Indianapolis. No group health or dental benefits are provided for this position.

To apply, please send resume, cover letter, and links to three online video samples to Rachel Hill Ponko, IHS Director, Public Relations, at rhillponko@indianahistory.org.