**Program Development Production/AV Intern**

**Responsible To:** Program Development Coordinator Ralph Crewe

**Task Description:** Carnegie Science Center has several programs involving audio and video production. These include regular production of the SNaQ podcast, as well as various video production projects. The ideal candidate possesses a robust knowledge of the hardware and software involved in audio and video production. Tasks will include capture of audio content, editing and audio cleanup on said content, video capture and editing, as well as creative input on related programming. The candidate will gain skills in audio and video capture, editing, as well as professional workplace experience.

**Responsibilities:**
- Assist in the recording/production and editing of Science News & Qs
- Operate video and audio recording equipment for various multimedia projects
- Work with hosts, guests and others in the production of informal science education programming
- Facilitate effective distribution of digital media through cooperation with marketing and other professionals on the Carnegie Science Center team

**Skills Required:**
- Goal oriented – work on project through to completion
- Excellent verbal and written communication skills
- Organizational skills
- Ability to think creatively
- Proficiency with Adobe Creative Suite (Especially Audition, Photoshop and Premiere)

**Skills to be learned:**
- Be involved in the planning of large events
- Networking with stakeholders in a non-profit
- Learn how to cultivate resources for an organization

**Training Methods:**
- On the job training in an office environment
- Shadowing manager and other staff
- Weekly check-ins with supervisor

**Time Frame:**
- Monday-Friday hours, some work may be done by tele-commuting
- Occasional weekend or evening hours may be requested

**Clearances**
- Upon acceptance into the program, all interns are required to provide and pay for background checks and clearances. Act 33 and 34 Clearances are free for interns.
- Interns who have lived in Pennsylvania for at least 10 years must have their Child Abuse History Clearance (Act 33) and Criminal Record Check Clearance (Act 34).
- Interns who have lived in PA for less than 10 years must have their Child Abuse History Clearance (Act 33) and Criminal Record Check Clearance (Act 34) plus an FBI Fingerprint Clearance (Act 114).

**To Apply:** Send a letter of intent, resume, a letter of reference from either an academic advisor or professor, to:

Internship Program
Carnegie Science Center
One Allegheny Avenue
Pittsburgh, PA 15212

- OR -

VolunteerPrograms@CarnegieScienceCenter.Org