**OMIC INTERNSHIP JOB DESCRIPTION**

**JOB TITLE: Video Production Assistant**

**JOB SUMMARY**: Oregon Manufacturing Innovation Center, located in Scappoose, OR., is developing a video studio training environment for video capture, streaming and post-production editing for a variety of trainings, event coverage and generation of b-roll materials suitable for use in a variety of video/audio projects. This internship will focus on learning to use the in-house video and photographic equipment and becoming a production assistant. An estimated 20 hours per week for 8 weeks is required for this position.

**QUALIFICATIONS OF POSITIONS:**

* Must be 16 to 18+ years of age
* Ability to work professionally with others and to communicate effectively (both orally and in writing) with elementary students and staff
* Ability to understand and follow oral and written instructions
* Ability to take instruction from your assigned mentor(s)
* Must be capable of self-motivation to work on and finish assigned projects
* Must be willing to abide by the business policies of OMIC
* Possess knowledge of English usage.
* Existing skills desired:
  + have experience with still or video photography with knowledge of lighting and lens selection
  + Must be comfortable using a Windows-based PC platform with the Windows operating system
  + Must be able to take instruction and adhere to OMIC standards as determined by your mentor
  + Bonus skills include experience using Adobe Premier Pro and Adobe Photoshop
* Perform physical requirements which may include:
  + Must be able to come to the OMIC facility for most of the work time required
* We are looking for interns with a strong desire to develop strong video production skills

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

* Learn how to efficiently use the inhouse video production equipment to capture, stream and edit a variety of video and photographic opportunities as identified.
* Work with your mentor to prioritize workflows and project outcomes
* Good oral communication is required and an ability to listen to instruction from your mentor
* Must be self-motivated and goal focused
* You will be trained to use the Tricaster T1 video production surface. PTZ cameras, Panasonic G5 video and still camera, Adobe Premier Pro for post-production work
* Must be able to dedicate a minimum number of hours per week to your personal training and the work required to deliver projects in a timely fashion