Multimedia Production & Editing - Marketing Internship (Unpaid Volunteer or Work-study only)

Job Summary

UMS is hiring a multimedia designer/producer intern to assist our video production specialist with content production and editing throughout the season. We’re looking for someone who is creative, collaborative and excited about producing engaging content.

This opportunity will provide hands-on production and project management experience which will allow you to build a diverse portfolio of work while also building a network of relationships within the field of marketing for the world’s largest university based arts presenter. The position will include a healthy balance of clerical work and creative media production. There will be opportunities for you to pursue projects that interest you, and that you believe will benefit your portfolio of work.

This person will be interested in some or all of the following:
- Pre-production
- graphic design
- motion graphics
- video editing/production
- Photography
- project management
- Community/Educational outreach
- Content marketing/Social media/Marketing

Software:
If you have software that you use and would rather use on your own personal laptop, we can talk more on a project basis. UMS uses Microsoft Windows based computers and the Adobe CC suite. Experience or interest in the following will prove beneficial:
- Adobe Premiere Pro
- Adobe After Effects
- Adobe Photoshop
- Adobe Flash
- Google Drive (for project management and internal communication)
- Operation of video/audio equipment
- Operation of a DSLR camera

Hardware:
UMS has a dedicated intern video editing station located on central campus at its offices at 520 E. Liberty St. The station was built in 2015 with the latest tech, all with video editing and encoding in mind.

Responsibilities*
- Clerical tasks:
  - Type and keep running log of all video interview transcripts
  - Create well done Closed Captions for all videos on YouTube and Facebook
- Maintain and update the catalogue of signed media release forms
- Communicate via email and phone to request footage/schedule interviews/book locations
- Maintain a steady 6-10 hour work schedule throughout the term

- Some duties could include:
  - Produce/edit creative ads
  - Capture audio/video footage
  - Photograph events
  - Record compelling b-roll footage
  - Manage time appropriately so that projects are complete prior to deadlines to keep the marketing funnel smooth
  - Assist with pre-production
  - Assist with and create storyboards as needed
  - Attend marketing meetings
  - Assist in other areas of marketing if necessary

**Qualifications***

- Some experience strongly desired in graphic design, video recording, visual storytelling.
- Demonstrated organizational ability under pressure.
- A high level of dependability and professional work ethic.
- Ability to work nights and weekends.
- Demonstrated initiative.
- Ability to work independently and as part of a team.
- Excellent communication skills (phone, email and in person).
- Strong, concise written and verbal communication skills. Superb attention to detail.
- Developing knowledge of computer systems and software including word processing, spreadsheet, and data management software.
- Knowledge of and interest in artists presented.
- Routinely operates camera/video equipment weighing up to 25 pounds.

**UMS**, an independent multidisciplinary performing arts presenter with a long and deep affiliation with the University of Michigan, is located in the center of the Ann Arbor campus and offers 70+ performances each season in up to seven University and community venues. Since its founding in 1879, UMS has presented top-ranking international artists including orchestras, chamber music, solo recitals, jazz, world music, ballet, modern and culturally specific dance, opera, theater, choral groups, and special attractions.

UMS also develops and executes an extensive education program involving up to 150 events each season, commissions and presents new work, and hosts many artist residencies. UMS employs a full-time staff of 32, has a 34-member Board of Directors, and engages approximately 700 volunteers who serve various capacities across the organization, including ushering, serving as UMS Ambassadors, and singing in the UMS Choral Union.

The mission of UMS is to inspire individuals and enrich communities by connecting audiences and artists in uncommon and engaging experiences. For more on UMS, visit ums.org.
The University of Michigan is an equal opportunity/affirmative action employer.