



Boston Neighborhood Network  
8 Park Plaza, Suite 2240  
Boston, MA 02116  
Phone (617) 720-2113  
Fax (617) 720-3781

## BNN-TV INTERNSHIP DESCRIPTION

All BNN Internships are unpaid

---

**Job Title:** Cablecast Support

**Dept.:** Cablecast

**Supervised by:** Cablecast Manager

**Hours per week:** P/T 10 – 20 hrs/wk

**Job grade level:** Intern

---

### Job Description Summary:

- Assist staff with the 24/7 programming of two channels via the operation of an automated tape playback system
- Assist staff with videotape traffic: receiving and cataloguing videotapes from producers when they're dropped off, and retuning them when producers stop in for tape pick-ups
- Assist staff in handling inquiries from the public at-large about what our channels carry, and informing them about our programming policies and procedures, including how they can get their own shows and announcements on our channels
- Assist staff with design and operation of the two channels' Community Bulletin Boards
- (computer-generated screens appearing between programs)
- Work with staff on clerical and word processing tasks
- Other duties as assigned

### Principal Responsibilities:

Interns will gain experience in managing a busy videotape traffic area, in troubleshooting technical problems with equipment, in database management, in community relations, and in videographic design. Positions will be most rewarding for those interested in the theory and practice of community service via community media.

**General Job Requirements:** Must help maintain friendly, consistent, non-discriminatory atmosphere in the workplace. Must communicate well with BNN staff. Must communicate well with diverse membership. Must be accurate and thorough. Must be able to set priorities and perform tasks in a timely fashion.

### Qualification Requirements:

- Basic knowledge of video systems and operation
- Ability to work with diverse community and staff
- Strong commitment to public service
- Ability to complete tasks as directed and to work independently

**Education and/or Experience:** Some art school or classes probably very helpful. Bring some samples of your work to the interview if you can. (Or send them with your application.)

**Language Skills:** Strong relational skills. Ability to work with diverse staff and community.

**Physical Demands:** Light lifting and typing.

(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.)

**Hours:** Flexible. Minimum of 10 hours/week

**Supervisor:** Cablecast Manager

**For more information and to apply, contact**

Tom O’Gara, Cablecast Manager:  
BNN TV  
8 Park Plaza, Suite 2240  
Boston, MA 02116  
or fax to 617-720-3781

or email [togara@bnmtv.org](mailto:togara@bnmtv.org)