



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:** Documentary Research and Production Intern

**Dept.:** Mobile Production Van

**Supervised by:** Van Manager

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

**Job grade level:** Intern

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**Job Description Summary:** Assist in the production of series of short shows describing interesting and historic buildings in Boston's neighborhoods.

**Principal Responsibilities:**

- Research building histories in libraries, county and city record offices and other locations
- Interview people associated with the subject sites
- Look for and get permission to use historic photographs and other items
- Prepare show outlines and draft scripts
- Assist with production tasks: camera operation, audio, editing, etc.
- Other duties as assigned

**General Job Requirements:** Must be a good writer - ability to find interesting stories and tell them well. Familiarity with the city of Boston and its neighborhoods a big plus. Architectural or historical background and a knowledge of local historical research resources a plus.

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**Qualification Requirements:**

**Education and/or Experience:** Knowledge of local history and architecture helpful. Audio or video production experience useful, but not required.

**Language Skills:** English.

**Technical Skills:** Good writer. Ability to communicate clearly.

**Physical Demands:** Some light physical work may be required.

(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.)

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**To apply, send a resume and letter to**

Bob Lamm, BNNLive Studio Manager, [blamm@bnntv.org](mailto:blamm@bnntv.org), or c/o BNN, 8 Park Plaza, Suite 2240, Boston, MA 02116.