



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: Live Studio Production

Dept: BNN*Live*

Supervised by: BNN*Live* Manager

Hours per week: P/T 10 – 20 hrs/wk

Job grade level: Intern

Job Description Summary:

Interns will assist BNN staff to administer and produce community oriented, live talk show programs on BNN*Live!* on Channel 9 in Boston. Interns will assist with studio set-up, record-keeping, graphics, tape duplications, and other production assistance. **BNN internships are unpaid.**

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:

- Some television production experience preferred
- Computer skills in word processing
- Ability to work with diverse community and staff
- Commitment to public service
- Strong ability to complete tasks as directed and to work under time pressure

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: Afternoons and evening, Monday - Thursday. Minimum of 10 hours/week

Supervisor: BNN*Live* Studio Manager

For more information and to apply, contact

Bob Lamm. BNN*Live* Studio Manager:

BNN

8 Park Plaza, Suite 2240

Boston, MA 02116

or fax to 617-720-3781

or email blamm@bnntv.org