



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

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**Job Title:** Multimedia Lab Support

**Dept:** Multimedia Services

**Supervised by:** Multimedia Lab Coordinator

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

**Job grade level:** Intern

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### **Multimedia Lab Functions**

- Prepares “Early Works” show for airing on Channel 23
- Helps producers edit their shows for television broadcast
- Assists members with software and computer use
- Provides tech help to computer lab users
- Offers 26-hour training classes in Final Cut editing software
- Offers Music for Video classes
- Provides training on production hardware
- Offers special seminars, classes and training for members
- Is adding DigiDesigns audio and wireless video capabilities

### **Intern Duties:**

- Provide hands on Final Cut software assistance to producers
- Assist staff with production and maintenance responsibilities
- Assist with records management database updates
- Other duties will be assigned

### **Qualifications :**

- Minimal one year of MacOS experience preferred
- Experience working with youth and older adults
- Excellent people skills, troubleshooting projects
- Familiarity with TV production approaches

### **Preferred:**

Prior experience with Final Cut or video editing software;  
Flash or PhotoShop experience;  
Experience producing a film or a TV program for a public audience;  
Experience creating web broadcast video and displaying on  
YouTube, MySpace, or Google/Video;  
Experience editing or creating digital audio.

**Hours:** Flexible hours from 3-8 p.m. Monday-Friday and 10-3 p.m. Saturdays

**Location:** BNN Multimedia Center, Mall of Roxbury, Warren and MLK Blvd., Roxbury, MA 02119

**Supervisor:** William Murrell, Multimedia Center Manager

For more information and to apply, contact BNN at the Mall of Roxbury, 306 MLK Boulevard, Boston, MA 02119, (617) 442-5807 x15 or fax to (617) 445-8026 or email [wmurrell@bnntv.org](mailto:wmurrell@bnntv.org)