



Boston Neighborhood Network  
8 Park Plaza, Suite 2240  
Boston, MA 02116  
Phone (617) 720-2113  
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## BNN-TV INTERNSHIP DESCRIPTION

All BNN Internships are unpaid

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**Job Title:** Non-Linear Editing 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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### Job Description Summary:

- Assist staff with maintenance and scheduling NLE editing equipment.
- Troubleshooting of NLE software, hardware, and digital video equipment.
- Assist staff and members in the use of BNN edit facilities and video equipment to produce programs
- Assist video production workshop trainers
- Other duties as assigned

**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:

- Proficient in Mac OSX operating system, iMovie and Final Cut Pro software.
- Ability to work with diverse community and staff
- Strong commitment to public service

Ability to complete tasks as directed and to work independently

**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 hours, both daytime and evening. Minimum of twelve weeks duration.

**Supervisor:** Multimedia Lab Coordinator, William Murrell

### For more information and to apply, contact

William Murrell, Digital Media Coordinator, 617-442-5807 x15  
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