



Boston Neighborhood Network
8 Park Plaza, Suite 2240
Boston, MA 02116
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BNN-TV INTERNSHIP DESCRIPTION

All BNN Internships are unpaid

Job Title: Production Studio Internship

Dept: Production Studio

Supervised by: Production Studio Manager

Hours per week: P/T 10 – 20 hrs/wk

Job grade level: Intern

Job Description Summary:

- Assist staff with studio productions, including maintenance, scheduling, set-up and strike of shows
- Assist staff and members in the use of BNN production and edit facilities and equipment to produce programs
- Assist studio production workshop trainers
- Work with staff on clerical and word processing tasks
- Assist staff in administrative operation of Studio
- 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:

- Entry level knowledge of television production
- Knowledge of, and comfort with, working with culturally diverse Producers, BNN Staff and community members.
- Strong interest in public service programming
- Ability to complete tasks as directed and to work independently

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 hours, both daytime and evening. Minimum one semester.

Location:

BNN Access Studio at Roxbury Mall
306 MLK Blvd., Roxbury, MA. 02119

Supervisor:

Barbara Barrow-Murray, Access Studio Manager

For more information and to apply, contact Barbara Barrow-Murray, Access Studio Manager, at (617) 442-5807 x11 or fax to (617) 445-8026 or email bmurray@bnntv.org.