

VIDEO PRODUCTION INTERN

- Contact:** Michael Comstock, Media Production Leader, MediaVision, CWRU
- Duration:** 12 weeks, October 15, 2021 – January 15, 2022, with the possibility to extend for qualified candidate
- Hours:** Hours vary but will never be more than 10 hours per week. Schedule is flexible based on intern availability.
- Stipend:** \$1,500, paid in two payments, one on December 1 and one on January 15

Scope of Work:

In support of a grant from the Nestle corporation, MediaVision and two student Video Production Interns will produce one video from start to finish about an upcoming technological innovation pioneered inside the Nestle laboratory. The video will be 3-5 minutes long and could feature scripted sections, interviews, demonstrations, graphic animations and more. The MediaVision and student intern team will capture the footage, and do the editing based on the instructions and script created by the Interns. MediaVision guidance and assistance will be available throughout the process. Our goal is to make videos that are professional quality and give students exposure to the full production process with hands-on experiences.

Key Projects & Essential Functions

For the internship we are producing a single video. Student interns will help lead the project through each step of the process. A MediaVision professional will be there to help the students through the process and answer any questions.

The first step in the process is pre-production. In this stage they will handle meeting scheduling and leading the discussion with Nestle about what the video topic is and the communication goal. The interns will be responsible for the following:

- Project Discovery Meeting setup and leading
- Script Writing
- Location Scouting
- Working with MediaVision to develop a shot list
- Plan shoot days by location and time needed at each location
- Schedule shoots with the MediaVision team, client and locations

The second stage of the project will be production. This will cover capturing all the needed materials for the video. If anything is missed in this stage it will cause delays. The intern will be responsible for:

- Work on set with the team to setup and strike professional production gear
- Move equipment from location to location
- Co-Direct shoots and oversee capture footage for use in final video
- Capture take and scene notes
- Work with the production staff to capture interviews, location-roll and voice over

The last stage of the production process is post production. In this stage all the elements of the project come together to create a final video. Here the Intern will have the opportunity to:

- Create a “paper edit” with interview materials
- Work with the MediaVision editor to learn the process and comment/provide input during the edit
- Provide input on graphics and other elements needed in the video
- Work with the client on getting assets needed for production
- Schedule client contact points and meetings for video reviews
- Collect feedback from client and provide clear descriptive feedback to editors for changes

- Organization video assets and library elements used in the production as needed

Qualifications/Skills Needed

- College/University “freshman” equivalent or higher, with a preference for experience or coursework in communications, marketing or public relations
- Strong written and verbal communication skills are a must
- Well-versed in social media trends, tools and strategy
- General knowledge of lighting setup for studio and field productions a benefit
- General knowledge of camera equipment and shooting a benefit
- The ability to work independently and complete assigned tasks under deadline
- Well organized and with a strong attention to detail
- Self-starter with an ability to complete tasks with minimal supervision
- Inquisitive, sense of humor, positive attitude and willingness to accept feedback

Location: Students will work at the MediaVision studios, located at 10620 Cedar Road, as well as making several trips to Nestle’s headquarters in Solon, Ohio. Transportation to Solon will be provided. An option to work some hours remotely may be possible.

About Nestle:

Nestle is a Swiss multinational food and drink processing conglomerate corporation headquartered in Vevey, Vaud, Switzerland and is the largest food company in the world. Their research & development center in Solon is their second business unit in Ohio and was developed with the aim to address changing customer food tastes and preferences. The Solon location houses offices and laboratories.

About MediaVision:

MediaVision is part of University Technology, [U]Tech. They provide traditional audiovisual, video, and event support services for all of the Case Western Reserve University community. From classroom and meeting room support to large scale events such as the University Commencement ceremonies, University Convocation, along with lectures and meetings.

The MediaVision production team operates as a supplier of video communications to all areas of the university. We specialize in producing high quality promotional content as well as event and lecture capture, research support and training materials. Our services are based in a state-of-the-art production facility including a full studio, control room, audio booth, and four Final Cut X edit suites tied together with a media management system. MediaVision prides itself in high production quality and outstanding customer service in every project we undertake. We are looking to share our knowledge with engaged and self-motivated students.

How to Apply

To apply, please send your resume and a one-page cover letter to bakernord@case.edu. The application deadline is October 4, 2021.