WVPT Web Production Intern

To prepare, publish and maintain website content through the company's content management system. Interns may also support Interactive Producers in content research, development, production, and creating procedure documentation. WVPT.net is a dynamic interactive platform that enhances our brand and expands the SVETC presence 24/7; users depend on it for timely content and on-demand videos.

Educational Benefits

Intern will gain hands-on web production experience including proofing text and prepping graphic and video assets for online publishing; using our content management system; page formatting with HTML and CSS; and exposure to best practices, content strategy, interaction design, and Google Analytics.

Duties and Responsibilities

1. Publish timely content (pages, videos, images, text) to wvpt.net
2. Publish video to the wvpt YouTube channel and PBS COVE platform
3. Work with Interactive Producers to publish content and build web pages
4. Assist in maintaining and documenting work flows and procedures
5. Log and prep DSLR video footage for editing
6. Compose additional online content as needed (such as videos, photos, text)
7. Complete projects which contribute to intern's professional portfolio; topic(s) to be mutually agreed upon between the intern and supervisor
8. Take the initiative on assignments as needed
9. Assume personal and professional responsibility for actions and activities
10. Maintain professional relationships with staff, members, viewers and vendors
11. Work independently and collaboratively to accomplish responsibilities, goals and projects
12. Relate and apply knowledge acquired in the academic setting to the internship
13. Prepare for and utilize training opportunities offered by WVPT
14. Provide supervisor with periodic progress reports
15. Actively participating in weekly check-in meetings with supervisor
16. Actively participating in final internship evaluation meeting

Minimum Qualifications

1. High School diploma or GED
2. Current enrollment at an institution of higher learning, such as college, community college or vocational school
3. Current enrollment in a program that leads to a degree; certificate or diploma programs are not eligible. Web Design, Communications or related coursework strongly preferred.
4. Minimum GPA of 2.5
5. Receiving school credit for this internship is strongly preferred
6. Working knowledge of HTML and CDN
7. Comfortable working with Macs and PCs
8. Working knowledge of JavaScript a plus

9. Working knowledge of image editors (e.g. Adobe Photoshop/Illustrator) a plus
10. Working knowledge of Final Cut Pro 10 video editing and DLSR cameras a plus
11. Attention to detail, excellent organization, and communication skills required
12. Interest and familiarity with WVPT content and Public Media preferred