

Access Humboldt Digital Media Production Internship

Position: **Digital Media Production Intern**
Location: **Access Humboldt**
1915 J Street
Eureka, CA 95501
Hours: **10 hours per week for 15 weeks**

Internship is unpaid but we will work with you to arrange course accreditation with your educational institution.

The Position

Under the supervision of the Production Manager, the Digital Media Production Intern will assist in all aspects of coordination of crew and operation of live, recorded, remote, and local productions. The Production Intern will assist in the operation of live production equipment including video/audio switchers and processors, lights, microphones, etc. Other duties may include transcoding recorded material with metadata and providing other support for media production, archiving and transmission such as playback, design, setup and tear-down of remote production facilities. The Production Intern will assist in maintaining a safe work environment around productions. This includes proper crew management, cable placement and management, crowd handling, and securing of equipment.

Training Benefits

Upon completion of internship, Access Humboldt Digital Media Production Intern will be able to demonstrate knowledge and experience with a majority of the following abilities, tasks, hardware, software, and/or systems:

- Automated channel playback equipment;
- Professional analog/digital audio/video management, including monitors, scopes, switching and routing;
- Tape/disc/digital file acquisition storage and management;
- Hands-on operation of live productions in a variety of environments;
- Live and studio television production equipment including camera, audio, switchers, teleprompter, and lighting;
- Audio mixing, proper microphone placement and related sound skills;
- Lighting techniques for clarity and effect in live remote and studio situations;
- Teaching or training others in television production

General Requirements

- Knowledge of proper English grammar and spelling;
- Ability to climb ladders and lift up to 50 pounds of equipment;
- Sufficient eyesight and hearing to critically judge the quality of sound and video from A/V monitoring equipment in both production and playback;
- Manual dexterity and coordination required to operate small push buttons and switches associated with electronic devices and switching equipment;
- Ability to maneuver (stand and reach from seated position) to operate production and playback equipment housed in 4' to 6' racks and consoles

Reporting Procedure

The Production Manager will verify all hours worked on behalf of Access Humboldt. Access Humboldt can provide documentation to verify hours and type of work completed in order for a student to receive course credit.

for more information, email [info \(at\) accesshumboldt \(dot\) net](mailto:info@accesshumboldt.net)