

**Minnesota Children’s Museum
Internship Position Description**

Position Title: Video Production Intern
Department: Daily Programs
Supervisor Title: Daily Programs Coordinator
Classification: Intern, Temp., Part-time (9-12 hours per week, 10-12 weeks; total 100 – 120 hours)

Institutional Mission

Sparking children’s learning through play!

Position Summary

The Video Production Intern is responsible for creating short live-action videos that will be used for training purposes. Videos will be used to demonstrate a variety of customer service and program facilitation skills.

Major Job Accountabilities

This is an estimate of the duties to be included in the internship. The exact duties and projects will be determined by mutual agreement of the intern and Museum staff. All duties will be carried out with the direction and supervision of Daily Programs staff.

% of Time

- 10% Work with Daily Programs Coordinator to plan the project. Attend training sessions to see how videos will be used.
- 85% Take digital footage using the Museum’s digital recorder or personal equipment; ensure consent forms are signed when necessary. Edit footage and produce video that meets established goals using the Museum’s editing software or personal equipment. Organize and save unused video that might be helpful for future projects.
- 5% Attend meetings as assigned and meet behavior customer service standards while serving within the Museum

Knowledge, Skills and Abilities Required

1. Skill and experience in digital video production, filming (especially experience with filming candid/live-action video), editing and finishing
2. Interest in serving an arts organization dedicated to playful learning
3. Ability to meet deadlines and follow-through on long-term projects
4. Ability to interact with Museum staff, volunteers and visitors in a professional way
5. Ability to represent the Museum with the public in a positive way

Training Provided

1. Intern Orientation
2. Play Training
3. Program/Assignment specific training