

<b>Title: SAY Sí Media Arts Studio Intern [Unpaid]</b>	<b>Term: 100 - 300 hours</b>
<b>Reports to: Media Arts Staff</b>	<b>Date: SP, SM or FL</b>
Summary Description: Intern will provide Media Arts program assistance by implementing administrative systems, procedures and policies as they apply to program, and studio production and instructional assistance. Intern will gain valuable experience in program management, specifically: media arts production instruction and studio/equipment maintenance.	

**MAS Intern Job Duties:** Performs support activities for Media Arts staff. Duties may include assistance with demonstrations/workshops, studio maintenance, student mentoring & engagement, production and editing of short videos, documentation of work and progress. MAS intern is responsible for:

- Assisting in the production of short videos (student profiles, tutorial videos, commissioned works and other PR/marketing videos)
- Organizing equipment room and updates equipment/software inventory.
- Documenting and archiving works in progress, field trips/visiting artist workshops/Master Classes and final student artwork (videos, photography and other media). Editing and organizing photos as needed.
- Posting students videos on SAY Sí vimeo page and working on film festivals submissions.
- Providing assistance with SAY Sí events and exhibits.
- Assisting in the checking in of artwork, installing exhibition and return of artwork.
- Assisting instructors with project planning and research, technical demonstrations and development such as project examples.
- Contribute to team effort by accomplishing related results as needed.

**Qualifications:** Must have good organization, management and communication skills, with a demonstrative ability to plan and organize multiple projects. Experience with video production (camera, lighting, audio, and editing) and/or familiarity with Adobe Creative Suite (Photoshop, Illustrator, After Effects) recommended. + year experience working with youth preferred. Undergraduate or graduate program and enrolled for the current school year encouraged to apply. (Please include a copy of schedule of classes for next term.)

**Requirements:**

- Must be a high school graduate. Bachelors or pursuing degree or work-equivalent.
- Must submit at least 1 letter of recommendation from an instructor or supervisor (cannot be relative).

**Schedule:** Flexible minimum-part-time to part-time schedule. School/courses and job schedule will be considered. Spring/Fall hours: Monday –Thursday, 11 a.m. – 7:30 p.m. Saturday 9 - 5 p.m. Schedule subject to change, may include First Friday and other special events. Guideline commitment of 100 - 150 trimester/semester hours or 10 - 30 hrs/week to be discussed prior to acceptance.

**To Apply:** Submit PDFs of resume, cover letter and letter of recommendation from instructor or supervisor to [nicole@saysi.org](mailto:nicole@saysi.org) Visual Arts/Film & Media/New Media Art portfolio/work samples (optional)

Email Subject line- Media Arts Internship Letters - ATTN: Nicole Amri, Program Director  
 Submissions will be accepted until position is filled. **No phone calls please.**