



Hospitality Center for Chinese

1407 Cleveland Ave North, Saint Paul, MN 55108
hcchinese.org 651.659.9740

Position Title: Media Production Intern

Supervisor: Communication Coordinator who oversees all HCC communication

Summary: HCC is seeking a video intern to create video promotional material. This intern will work closely with the communications coordinator and capture the vision of the nonprofit in specialized short videos or prezi presentations.

Responsibilities

- Brainstorm video outlines with the communication coordinator
- Attend various events and classes in order to capture video footage
- Create and edit short videos
- Adhere to the HCC brand guide
- Develop prezi presentations encompassing the vision of the nonprofit

Qualifications

- Media productions major or minor
- Junior or senior level in credits
- Proficiency in photographic, film, and video technology
- Knowledge of basic film principles
- High level of creativity
- Excellent videography skills

Hours: 5 hours a week

To apply, fill out the application below, and email it to hannah@hcchinese.org.

Name _____

Major _____

Minor if applicable _____

Year by credit _____

What times are you available during the week?

Do you have your own film equipment? If so, what do you have?

Have you ever worked with Prezi?

Have you ever volunteered with Hospitality Center for Chinese?