



## INTERNSHIP DESCRIPTION

**Title:** Minnesota Opera Multimedia Communications Intern  
**Reports to:** Daniel Zillmann, Communications Manager  
**Classification:** 15-20 hours per week  
**Stipend:** Volunteer Internship  
**Start Date:** September 9, 2013

COLLEGE CREDIT MUST BE RECEIVED FOR THIS INTERNSHIP.

## SUMMARY:

Minnesota Opera's Multimedia Communications Intern, under supervision of the Communications Manager, and in close coordination with the Technology and Interactive Media Manager, will assist in the development and production of engaging multimedia content for a variety of platforms to support the publicity and communications strategies of the company. The intern will learn about using video, audio recording and photography to promote the productions and initiatives of one of America's leading opera companies. By filming special events and portions of the rehearsal process, editing in-house video clips for social media and website content, organizing video shoots and assisting our videographers from **Comcast** and **QuarterTon Productions**, the intern will develop editing and evaluation skills as well as a critical eye for compelling content for viewers and listeners.

The Multimedia Communications Internship will run from September 9, 2013 – May 16, 2014. The schedule is approximately 15-20 hours per week, including nights and weekends, with exact schedule to be determined. Internship is available immediately and negotiable in length, but a full season internship is preferable (September – May). Please only apply if you are available 15-20 hours per week.

All interns can expect to interact with staff in various departments throughout the company, providing a better understanding of the role of multimedia content within an arts organization.

Applications will be accepted until the position is filled.

## ACTIVITIES:

- Brainstorm content ideas for video clips and audio podcasts.
- Develop storyboards and scripts.
- Assist with recording, editing, distributing and archiving video of a limited amount of special events and various publicity runouts (artist appearances and interviews for newsprint/magazines, radio and television) and the rehearsal process at the Minnesota Opera Center in Minneapolis and the Ordway in St. Paul.
- Collaborate with Communications Manager, Technology and Interactive Media Manager, and Communications Interns to develop content for the Opera's social media initiatives (Facebook, Twitter, Blog, YouTube) and website.

- Coordinate video shoots and production schedules for **Comcast** “A Backstage Look” features (one for each of our five productions).
- Coordinate and assist with artist interviews for in-house created audio podcasts.
- Organize video interviews and assist in the editing process for **QuarterTon Production’s** shoots on our final dress rehearsal nights (resulting in interview clips, production b-roll and publicity VNR).
- Assist with the organization of Minnesota Opera’s video content on YouTube.

**QUALIFICATIONS:**

- Interest in multimedia conceptualization and production.
- Previous experience required in video production/editing (Adobe Premiere), podcasting (Audacity, GarageBand) and/or graphic design (Adobe Creative Suite).
- Detail-oriented with the ability to multitask and meet deadlines required.
- Strong written and verbal communication skills.
- Strong interest in pursuing a career in not-for-profit/performing arts publicity.
- Professional demeanor.
- Undergraduate/graduate students and recent college graduates with a strong portfolio of work (all majors are welcomed, though Art, Design, Cinema, Communications and other related majors are preferred).
- Access to camera equipment/editing software required.

**FOR CONSIDERATION:**

Please submit cover letter and a link to your personal website/online portfolio of video work, or video projects posted on YouTube to [dzillmann@mnopera.org](mailto:dzillmann@mnopera.org).

Minnesota Opera is an AA/EO Company