



Greater Wichita
Partnership

GREATER WICHITA PARTNERSHIP Multimedia Intern

December 2020

ABOUT THE GREATER WICHITA PARTNERSHIP

The mission of the Greater Wichita Partnership is to align resources and focus the business community on common strategies that fast-forward economic growth in Wichita and South Central Kansas.

POSITION DESCRIPTION

The Greater Wichita Partnership Multimedia Intern will assist with development of video content for the Greater Wichita Partnership.

ESSENTIAL WORK TASKS

This position requires a proactive, self-motivated individual with the ability to create content for various communication channels and audiences.

Primary task is to work directly with the Director of Multimedia to assist the Greater Wichita Partnership communications team in the execution of photo and video related projects. Other tasks include but are not limited to:

- (1) Assist with Video Pre-Production
 - Video Shoot Planning and Scheduling
 - Location Scouting
- (2) Assist with Video Production
 - Audio Recording
 - Video Recording
 - Lighting
- (3) Assist with Video Post-Production
 - Synching Audio and Video
 - Color Correction
 - Audio Editing
 - Applying Subtitles
 - Motion Graphics
- (4) Assist with Photography
 - Photograph Events, Products, and Landscape
 - Edit Photos

SKILLS, KNOWLEDGE AND ABILITIES

Ability to utilize both Windows and Macintosh operating systems, as well as applications including but not limited to: Adobe Creative Cloud including Adobe Premiere Pro, After Effect, Photoshop, and Illustrator and Microsoft Office Suite.

Ability to film video footage and take photos using DSLR cameras.

Ability to perform simple video edits using Adobe Premiere Pro.

Basic knowledge of motion graphic design.

Basic knowledge of audio production.

Ability to work in a collaborative environment with multiple team members.

COMPENSATION AND BENEFITS

Hourly rate with 10-15 hours/week

The Greater Wichita Partnership is an equal opportunity employer.

Please include resume, portfolio samples and references in your application and send to:

Andy Kim
Director of Multimedia
Greater Wichita Partnership
505 E. Douglas
Wichita, KS 67202
andy@greaterwichitapartnership.org
(316) 706.9843