Octagon Center for the Arts
Audio/Visual Intern

Enhance the visibility of the Octagon and increase engagement with the Ames/ISU community via audio/visual materials for website content and social media.

Responsibilities:

- Edit and post A/V materials to social media (YouTube channel, Facebook)
- Work with the Marketing Intern to develop and utilize audio and visual materials
- Assist in the representation of a positive organizational image to the general public, clients, stakeholders and the community.

Requirements:

- Ability to utilize A/V equipment and editing software
- Display responsibility and time management by arriving on time and dressed appropriately
- Use interpersonal skills to maintain a professional, respectful work environment
- Attend regular meetings with the supervisor for help and guidance
- Good academic standing and currently working toward a BA or BS in relevant field
- Excellent written and verbal communication skills
- Self-motivated, articulate, and highly organized

Compensation
This is an unpaid internship, though we regularly work with institutions to fulfill internship credit requirements.

Please remit a cover letter and resume for the position of A/V Intern, outlining your interest in the position, unique qualifications, and references to:

Rhonda Scott, Events Coordinator
Octagon Center for the Arts
427 Douglas Ave
Ames, Iowa 50010
United States

Or email the materials to Rhonda Scott at info@octagonarts.org

About the Octagon Center for the Arts
The Octagon Center for the Arts is a not-for-profit 501(c)-3 organization located in the heart of downtown Ames, Iowa. For more than fifty years, the Octagon has steadfastly worked to make the arts more accessible to the general public. We enhance people's lives by encouraging individual creativity, spirit, and potential. The Octagon continues to contribute to the quality of life and economic growth of the Ames community by making it a more livable and prosperous place. The Octagon serves more than 30,000 people annually through art classes and outreach programs, rotating exhibits, the retail Gallery Shop, and special events such the Octagon Art Festival. For more information, please visit www.octagonarts.org.
Iowa State Memorial Union  
Student Videographer

The Memorial Union marketing and graphics department functions as a creative marketing agency within the MU. Clients of our design and marketing services include departments within the Memorial Union and the Student Activities Center, including Cybowl and Billiards, The Maintenance Shop, and The Workspace. Under supervision of Marketing Coordinator, the videographer will film and edit promotional and informational footage for the MU, which includes programs, services and events for both the Memorial Union and the Student Activities Center.

TITLE: Videographer (student)

DUTIES AND RESPONSIBILITIES:
- Gathering direction from work orders, design supervisor, and/or clients
- Coordinating with supervisors for copy writing needs and content direction
- Gathering and editing footage including b-roll, and interviews
- Scheduling video shoots
- Produce/edit videos including creative use of graphics and music
- Writing metadata for the video

KNOWLEDGE AND EXPERIENCE:
Required: Undergraduate student. Must be familiar with Macs and Adobe Creative Cloud software, and have extensive experience with shooting and editing videos. Able to shoot and edit video that has appropriate lighting and shot composition and clean audio.

REPORTS TO:
Kristin Erdman  
MU Marketing Coordinator  
Student Activities Center, 1560P  
Memorial Union  
kerdman@iastate.edu

Hours: 10-20 hours per week

Pay: $9/hour

Application: Email a resume, portfolio, and example videos to kerdman@iastate.edu