

[nueBOX]

SOCIAL MEDIA INTERN

FALL 2016

[nueBOX] MISSION

[nueBOX] supports local artists in the creation of interdisciplinary, collaborative, and research-based art which involves and educates the artist and the community. Through our process-oriented residency program, we provide artists with time and space to develop their work. We believe in making the artistic process transparent, inviting, and economically accessible. Our programming invites artists and the community to be vulnerable and engage in shared experiences that are informative, memorable, and honest.

SOCIAL MEDIA INTERN

A [nueBOX] Social Media Intern will receive firsthand experience and opportunities to showcase their creative skills in a non-profit organization. Interns will work alongside [nueBOX] staff at events and during planning sessions to create content for [nueBOX]'s social media outlets. They will learn to edit video and design work that is creative, enticing, and serves the mission and marketing goals of [nueBOX]. They will also work with [nueBOX] director, Julie Akerly and technical lead, Matthew Briggs, who have degrees in interdisciplinary media and technology, and experience teaching video and design related courses in a university setting. The social media intern position is an unpaid internship, and requires an average of 5 hours/week.

Responsibilities:

- Attend all possible workshops, WIPS, Premieres, and other [nueBOX] related events.
 - Gather footage of the event, attendees, and artists
 - Create a short video clips from the event event
 - Upload video and image files to the Google Drive within 24 hours of an event
- Work with [nueBOX] staff, volunteers and interns on marketing plan
 - Create content to share on social media
 - Schedule social media content using Hootsuite
 - Complete all tasks by assigned deadlines
- Assist [nueBOX] staff and volunteers during events with needed assistance, this may include, but is not limited to:
 - Collecting tickets and/or selling tickets
 - Gathering mailing list addresses
 - Assisting with lighting and/or sound elements during events
 - Maintaining a record of hours and work completed

Requirements:

- Intermediate knowledge of and experience capturing images and video
- Familiarity with social media platforms such as facebook, twitter, instagram, youtube
- Must be able to attend 90% of events held by [nueBOX] during the fall
- Willing to receive feedback and guidance on the development of marketing materials
- Ability to work independently, and execute tasks on a tight deadline
- Strong conceptual abilities with knowledge of image and video principles
- Must be available a minimum of 5 hours/week, hours vary on schedule of events

I, _____, hereby agree to an internship with [nueBOX] from _____, to _____. During my internship, I agree to complete all of the internship requirements. I understand that failure to comply with [nueBOX] internship requirements will result in a termination of my internship, and I will not be able to refer to my experience during the internship in future educational or job related endeavors. I will also not receive a certificate of completion or letter of recommendation from [nueBOX]. This agreement also binds me responsible for the usage of [nueBOX] equipment. I understand that in the event that I lose or destroy any [nueBOX] equipment I will be responsible to replace the equipment at equal value. I also promise to return all [nueBOX] equipment and dismantle software licenses at the termination of my internship on _____, or at a sooner date in the event that my internship concludes prior to my contracted date. [nueBOX] equipment that I may have access to includes but is not limited to cameras, tripods, and software licenses.

Additional Terms of Residency:

[nueBOX] Director Signature

Date

Intern Signature

Date