

[nueBOX]

DOCUMENTATION 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.

DOCUMENTATION INTERN

A [nueBOX] Documentation 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 post-production to create professional documentation of the creative process of Artists-In-Residence (AIR). They will learn to edit 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 videographer/editor intern position is an unpaid internship that requires 5-10 hours/week.

Internship Responsibilities:

- Create a short edited promotional video before AIR premiere event
 - Meet with AIR to gather promotional video footage of their project
 - Submit short version to mentor for feedback within 1 month before premiere
 - Edit & re-submit to mentor for media distribution within 4 days
- Create a longer documentary of the AIR's experience, progress & process at the end of the residency
 - Attend workshops, WIPS and Premieres of AIR
 - Interview AIR about their creative process
 - Gather footage of the event, attendees, and artists
 - Combine and edit footage and submit to mentor for feedback within 2 weeks after the termination of residency
 - Meet with mentor for feedback and discussion of documentary
 - Edit & re-submit (within 4 days of meeting)
- 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
 - Maintain a record of hours and activities during internship

Requirements:

- Intermediate to advanced knowledge of and experience with Adobe Creative Suite, Premiere Pro, FinalCut Pro, or other related software
- Knowledge of using video and audio recording hardware
- Strong knowledge of video and audio recording techniques and principles
- Must be a creative thinker with the ability to think outside of the box, and utilize experimental filming and editing aesthetics
- Willing to receive feedback and guidance on the design of documentary materials.
- Ability to work independently, and execute tasks on a tight deadline
- Must be available a minimum of 5 hours/week

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