# Video Production & Marketing Internship

## Indianapolis Children's Choir

The Indianapolis Children's Choir (ICC) transforms the lives of young people through powerful choral experiences and music education, empowering them to grow, connect, and lead on stage and in the community. For forty years, the ICC has been integrated into the cultural fabric of central Indiana, and its singers have toured the country and the world.

**Reports to:** Marketing and Communications Manager
**Works with:** Marketing and administrative staff, singers, families, volunteers

The Indianapolis Children's Choir (ICC) is seeking a creative and self-directed intern to help create video content about the choir and the impact of music education. The Indianapolis Children's Choir is a nonprofit working to transform the lives of young people across central Indiana through powerful choral experiences and music education, empowering them to grow, connect, and lead on stage and in the community.

### Primary Responsibilities

Create 2-3 videos, professional quality, five minutes or less:

- Work with ICC staff to create storylines
- Conduct interview pre-production: determine questions, schedule interviews, set up shooting locations
- Film interviews and other footage
- Edit clips and incorporate b-roll to make polished final product

Develop general content for shorter and more informal videos, such as:

- Social media reels for Instagram and Facebook
- B-roll from choir rehearsals and performances
- Refreshed video content for ICC website

### Skills & Qualifications

- Ability to create and edit both informal and more formal/pr
- Strong organizational and time-management skills, attention to detail, and follow-through required
- Strong written and oral communication and interpersonal skills required
- Ability to work proactively with limited supervision

- Interest in arts education or choral performance preferred
- Proficiency with social media platforms may be useful
- Ability to maintain privacy and confidentiality
- Flexibility to work evenings and weekends around ICC performances and rehearsal required

Please note: for ease of filming and editing, it is preferred that the intern can bring and work with their own device(s) for filming and editing. The ICC can provide access to editing platforms and can help with accommodations if needed.

Because this position will work with minors, a background check is required.

**Workload and Time Allocation**

This is a paid internship with a **part-time, hourly schedule.** The position will pay **$14 per hour with approximately 10 hours** on an average week and some weeks with additional hours and activities. The schedule can be flexible with most work completed in the evenings and on weekends. The intern should plan to work the afternoon of Sunday, April 4 and the day of Saturday, April 17, for two culminating events of the internship project.

**Standard of Success**

The position is successful when video content is completed with high standards of content and quality.

**Application**

To apply, please send a resume and cover letter to ERobinson@icchoir.org. Applications received by December 1 will receive precedence.