



2017-18 Multimedia Production & Editing - Marketing Work-Study Opportunity

The University Musical Society (UMS) is a leading multi-disciplinary performing arts presenting organization. While proudly affiliated with the University of Michigan, UMS is a separate non-profit organization that supports itself through ticket sales, individual and corporate contributions, foundation and government grants, endowment income, and proceeds from benefit events. UMS offers approximately 70 performances (September through April) each season by top-ranking international artists including symphony orchestras, dance and theater companies, and a wide array of chamber music ensembles, solo recitalists, jazz artists, world music artists, opera, choral groups, and special attractions performed in several diverse University and community venues.

This work study opportunity provides experience to students who have an interest in the related fields of arts administration. Students make a commitment to work an average of 10 hours per week. Interns will receive valuable experience and contacts in many fields of the performing arts, and tickets to most UMS performances.

To apply:

Go to the Student Employment Office (SEO) Website and apply for this position. In addition, please forward your combined cover letter and resume to umsinternships@umich.edu.

JOB TITLE: UMS Multimedia Production & Editing Marketing Work-Study Student
DEPARTMENT: Marketing
REPORTS TO: Video Production Specialist

SUMMARY DESCRIPTION:

UMS is hiring a multimedia designer/producer student to assist our video production specialist with content production and editing throughout the season. We're looking for someone who is creative, collaborative and excited about producing engaging content.

This opportunity will provide hands-on production and project management experience which will allow you to build a diverse portfolio of work while also building a network of relationships within the field of marketing for the world's largest university based arts presenter. The position will include a healthy balance of clerical work and creative media production. There will be opportunities for you to pursue projects that interest you, and that you believe will benefit your portfolio of work.

This student will be interested in some or all of the following:

- Pre-production
- graphic design
- motion graphics
- video editing/production
- Photography
- project management
- Community/Educational outreach
- Content marketing/Social media/Marketing



Software:

If you have software that you use and would rather use on your own personal laptop, we can talk more on a project basis. UMS uses Microsoft Windows based computers and the Adobe CC suite. Experience or interest in the following will prove beneficial:

- Adobe Premiere Pro
- Adobe After Effects
- Adobe Photoshop
- Adobe Flash
- Google Drive (for project management and internal communication)
- Operation of video/audio equipment
- Operation of a DSLR camera

Hardware:

UMS has a dedicated student video editing station located on central campus at its offices at 520 E. Liberty St. The station was built in 2015 with the latest tech, all with video editing and encoding in mind.

PRIMARY DUTIES:

Clerical tasks:

- Type and keep running log of all video interview transcripts
- Create well done Closed Captions for all videos on YouTube and Facebook
- Maintain and update the catalogue of signed media release forms
- Communicate via email and phone to request footage/ schedule interviews and book locations
- Maintain a steady 6-10 hour work schedule throughout the term

Some duties could include:

- Produce/edit creative ads
- Capture audio/video footage
- Photograph events
- Record compelling b-roll footage
- Manage time appropriately so that projects are complete prior to deadlines to keep the marketing funnel smooth
- Assist with pre-production
- Assist with and create storyboards as needed
- Attend marketing meetings
- Assist in other areas of marketing if necessary



Specific Qualifications:

- Some experience strongly desired in graphic design, video recording, visual storytelling.
- Demonstrated organizational ability under pressure.
- A high level of dependability and professional work ethic.
- Ability to work nights and weekends.
- Demonstrated initiative.
- Ability to work independently and as part of a team.
- Excellent communication skills (phone, email and in person).
- Strong, concise written and verbal communication skills. Superb attention to detail.
- Developing knowledge of computer systems and software including word processing, spreadsheet, and data management software.
- Knowledge of and interest in artists presented.
- Routinely operates camera/video equipment weighing up to 25 pounds.

UMS offers student opportunities in several departments. Please follow this link to find the complete list ums.org/about/jobs-internships.