



# Cincinnati Museum Center

## **Intern Position Job Description**

### **Job Title: Video Data Intern**

Department: Marketing Communications

Location: 250 West Court St. Cincinnati, OH 45203

Reports To: Videographer

Length of Appointment: Late Fall/Winter 2017

Time Commitment: approx. 10-20 hours a week, for 10 weeks - varies and is flexible

## **Responsibilities**

- Inventory a backlog of digital files and evaluate to determine future usefulness
- Organize and tag video files based on content
- Consolidate and delete duplicate or unneeded files to maximize data storage options
- Occasionally serve as production assistant of video shoots

## **Requirements**

- Experience with video tagging
- Experience with Microsoft Excel
- Organizational and time management skills

## **Benefits:**

- Free admission to Duke Energy Children's Museum and the National Underground Railroad Freedom Center.
- Free admission to special exhibitions
- Free parking at Cincinnati Museum Center
- Discounts on food and beverage location at Cincinnati Museum Center
- Discounts on tours, programs and events

**Dress Code:** Business casual