



Student Internship Position

with Maine Time Banks

(A 501 C 3 Agency)

47 Portland Street, Portland, ME0 4101

www.mainetimebanks.org

- Title:** **Media Associate/ Sales/ Publicity Positions for Student Intern**
- Details:** Excellent position for student with focus on Media or Communication Major for Senior Project or Practicum, or Co-Op Education Positions. (Positions are unpaid).
- Contact:** Lesley M. Jones, Program Director, Maine Time Banks Lesley@mainetimebanks.org, (207) 874-9868, ext. 6.

Summary of Available Positions:

Three Focus Areas for Internship

1. **Program Development - Media Associate** - Assist in the production of *Banking Time for Changing Times*, a program which focuses on the mission, values, events, activities, members and partners of the Maine Time Bank and its programs, and outreach in Maine and New England
 - Includes scripting, shooting, editing, studio production, crew development and recruiting, booking guests, and various other tasks based on skills and interests related to TV production.
 - Production Assistant to work on Studio and Field productions using digital equipment including cameras, editing and duplication stations.
 - Additional tasks include scheduling talent (guests), acquiring Talent Release Forms, set up and break down at studio productions.
 - Studio productions include camera, directing, graphics, TelePrompTer, and audio equipment. Training provided.
 - Field work includes digital camera, microphone and audio equipment and lighting. Training provided.
 - Editor – creating video inserts (b-roll) and sponsorship tags for inclusion in production of TV program.
 - Field Reporter – interview Time Bank members and supporters and create short video documentaries.
 - Develop digital logos and materials as needed for TV production.
2. **Sales and Sponsorship Development – Sales Associate** - Project fundraising and Sponsorship sales opportunities are available, in conjunction with publicity and outreach.

- Creating Sponsorship Credit Tags including designing and airing SCALA or Final Cut Pro Digital sponsorship tags from area businesses. Training available.
 - Could include developing leads for sponsorship credit tags and maintaining data base of community sources. Ask for additional information
 - Activities would include creation of sales, publicity material development, research and some administrative tasks. More information on these tasks is available for interested candidate.
 - Intern would assist with organizing Sponsorship Packets, video and DVD copies for distribution in Maine and New England.
 - This would include researching potential public access stations and distribution opportunities in Maine and New England.
3. **Publicity Products and Materials Development - Editor/ Campaign Manager**—opportunity to create marketing materials including:
- 6-minutes Maine Time Banks Video Documentary
 - PowerPoint Presentation for Maine Time Banks
 - Media Campaign for Radio, Public Service Announcements (PSAs), and Brochure or print materials, and possible inclusion on Web site at www.mainetimebanks.org.
 - Creation of new materials as needed.
 - Research opportunities for low-cost publicity and printing opportunities and community resources for distribution. Research best prices for publicity materials including copies, t-shirts, hats, etc. Recommendations for purchasing.
 - Share materials with entire staff of Maine Time Banks.
 - Over see implementation of materials throughout agency.
 - Participate in archival data gathering, including scanning documents, researching on-line and original copies of publicity materials, and obtaining releases on such material for future use in a variety of mediums.
 - Assist with distribution of on-line newsletter, including proofing, updating and adding contacts and other activities associated with newsletter creation and distribution.
 - Gather material at Maine Time Banks events, including pictures, stories, with digital still and digital camera to archive training, functions, fundraising, members and staff stories of TimeBanking for future use.

Benefits:

Opportunity to work with creative and progressive staff of Maine Time Banks in a community-oriented nonprofit program of global influence:

1. **Develop, use and hone your Media, Marketing and Communication skills.**
2. **Work on a television program to air to 70,000 households in greater Portland.**
3. **Work on community projects of interest and importance that are of interest to you.**
4. **Build real-life job skills and community contacts for future positions.**
5. **Work with interesting people and have fun.**
6. **Participate in a global movement to make the world a better place.**
7. **Work to create better communities through implementation of TimeBanking Model.** (See www.mainetimedollar.org and www.timebanks.org.)
8. **Earn Time Dollar for activities.**