POSITION TITLE: Media Intern
DEPARTMENT: YMCA of the Rockies – Executive Offices
STATUS: Seasonal
REPORTS TO: YMCA of the Rockies Marketing & Communications Department
TIMELINE: Late May through late August: dates are flexible

POSITION SUMMARY:
The media intern is responsible for assisting the YMCA of the Rockies marketing and communications team as we execute a mission-based summer video production plan.

JOB QUALIFICATIONS
1. Have or be working towards a Bachelor’s degree in Digital Design, Graphic Design, Film Production, Digital Media, Marketing or other related field.
2. Have experience in video pre-production, production, and post-production.
3. Have experience with Adobe CS5+ software, including Premiere, Photoshop and Illustrator.
4. Be able to integrate multi-media from web, video, photography and print.
5. Be able to work inside and outside in all weather conditions.
6. Be self-motivated and able to thrive in a complicated, challenging environment.
7. Want to work as part of a team.
8. Be able to handle numerous multiple tasks at the same time.
9. Have demonstrated, as part of course work or professional/internship, the ability to successfully meet deadlines.
10. Be an outwardly enthusiastic and caring person that demonstrates a sincere appreciation of others.
11. Possess interpersonal communication skills.
12. Demonstrate an eagerness to grow and to learn.
13. Be able to lift and move boxes 40 lbs and under.
14. Submit a resume and a) demo reel, b) portfolio website, or c) other method for showing examples of work to us at intern-epc@ymcarockies.org

PRINCIPAL ACTIVITIES
The YMCA of the Rockies Marketing & Communications team is a multi-faceted team that may sometimes require members to complete projects where they have little or no experience in. Therefore, it is vital that the Media Intern be willing to take on such projects and also do basic office work. We cannot stress enough how important it is for this intern be willing to learn and grow. We offer the following list of probable job duties. This list is NOT comprehensive.

1. Video pre-production, production, post-production
2. Developing videos to portray the life and activities at YMCA of the Rockies
3. Managing videos and photographs on the website and other social marketing venues
4. Completing office work and other projects as assigned
5. Consistently demonstrating the core values of caring, honesty, respect, responsibility and faith
6. Embracing the Mission of the YMCA of the Rockies and using that mission as a lens through which all work is viewed

Employees are held accountable for all duties of this job. This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with this job.

**Compensation**

This is a full time, seasonal, hourly position paying $180/week (based on 40 hours), paid biweekly. You also receive:

- Room (housing includes internet access/heat/water—no bills!—no lease!—in a dormitory building)
- Board (3 tasty buffet style meals, 7 days per week)
- Complimentary nights at both Estes Park Center and Snow Mountain Ranch (with some date restrictions based on season/occupancy)
- YMCA of the Rockies family membership while you’re employed (please note that our facilities include a pool, gymnasium, climbing wall, great activities/classes, and trails, but not a weight lifting room)
- Other employee perks including access to free skiing/snowboarding/mountain biking/golf (depending on season and resort) at Winter Park Resort and other resorts

**Drug/Alcohol Policy**

Please note, in accordance with our healthy spirit/mind/body mission and federal law, we have a **zero tolerance** policy for alcohol or drugs on property; in addition, no drugs are tolerated (including marijuana) during your employment with us. **If you want to use marijuana, don’t apply to work for us.**

**To apply, please complete the following steps:**

1. Apply online at this link: [www.ymcarockiesjobs.org](http://www.ymcarockiesjobs.org)
   
   Where the application requests “Select the position you are applying for” please select Internships > the name of the internship you are interested in.

2. Contact two people that know you professionally and one person from your family to submit a reference for you through this link: [http://bit.ly/EPC-reference](http://bit.ly/EPC-reference)
   
   (Your references must respond to this link before we can proceed with your application.)

3. Please email your resume to us at intern-epc@ymcarockies.org with your university requirements for completing an internship. Please put “Media Intern”, the season you’re requesting, and the Center location in the subject line. For instance, you would use this for Estes Park Center: “Media Intern, Summer 2016, Estes Park”.

Applications should be submitted by April 15, 2016 at the latest.