

Multi-Media Production Assistants

An Open Internship Program for High School Students

Journey Associates, LLC

The Multi-Media Production team meets weekly for the initial six sessions, then bi-weekly for the next 12 sessions, then monthly as a group of students dedicated to combining the creative and technical aspects of creating media products. The training format is a combination of lecture, demonstration, hands-on learning and labs. Students work on actual projects for clients or volunteers who desire a completed project. Independent work between meetings is required for optimal learning and successful completion of projects.

Please note that some meetings are longer than others, especially when work is reviewed for peer evaluation. Students need to be organized and able to plan to attend meetings and to meet assignment deadlines. Meetings are held on Wednesday and Sunday evenings, depending on the topic and projects. Not all students meet every meeting or event. A learning environment of cooperation, collaboration, innovation and mutual teaching is fostered. Occasional field trips will be arranged to sites and businesses related to media production.

- Production of slide-shows (working with clients for organizing, scanning and writing captions) will be the initial required skill set of all students. Graphic art preparation and transferring digital media will also be required. Some audio and video post-production work will follow for qualifying students.
- Student-Interns** will be given assignments with production projects requiring the use and application of skills with camera work, interviewing other high school students, college students, parents, people in the community, and professionals.
- Real products for real people:** the work is client-based, coordinated and scheduled by a 3EMM coordinator. Students are required to maintain dedication to the process of learning and the on-going demands of producing a presentation upon which a client is awaiting delivery.
- Consultations via e-mail and telephone calls are available by Journey Associates staff.
- Having relevant equipment is a plus but not required, and will otherwise be provided. All students will be expected to participate in projects which will include the application of photography, video and audio recording, interviewing skills, project coordination, writing, and graphics. (A security deposit for equipment use is required).
- High school seniors and juniors are strongly encouraged to apply. However, graduating seniors who are planning studies in or skilled in media production will be considered for projects at their non-local college campus.
- Finalized productions will be viewed in August, September and October, 2010 in Martinsburg, WV

APPLICATON PROCESS

- Applicants participate in an interview / assessment process which includes development of skills and goals.
- No prior experience is necessary: students who do not yet have the skills or experience but who possess desirable qualities and a demonstrated aptitude will be considered for training and contracts.
- After interviews, qualifying and selected candidates will be required to participate in an initial **training and testing process**. It is desirable that training candidates are from a variety of high schools from the quad state region. The internship team will be comprised of 12 finalists who will be offered internships.
- A non-refundable application fee of \$25.00 is required at the time of the initial interview. For qualifying candidates, a program tuition fee of \$75.00 is required for enrollment in the training program. Payment options are possible.

Desirable student qualities include:

- √ Has own transportation and a clean driving record
- √ Access to e-mail is a requirement for each student.
- √ Five references (one family, one teacher, one from the community, one peer, one any category)
- √ Can present self in a respectful, focused and service-minded manner
- √ Dependable with arriving on-time and delivering assignment in a neat and complete presentation
- √ Can be trusted to be responsible with equipment or other property (to use appropriately and protect from damage or theft)
- √ Evidence of academic success or other disciplined actions: music, athletics, leadership positions, volunteering
- √ Demonstrated writing and verbal communication skills
- √ Organizational skills related to keeping records, documentation
- √ Attention to visual subtleties and detail
- √ An awareness of how one may influence others by use of words, non-verbal expression and actions
- √ An ability to listen to a critique of one's work and an willingness to be coached toward more effective strategies and more proficient work
- √ An ability to learn problem-solving skills and stick with a problem until solved
- √ Personal standards and values which contribute to quality work and relationships with others
- √ Personal goals as evidenced by repeated action over an extended period of time (months)
- √ An ability to be aware of the sensitivities of other people based on content and tone of conversation
- √ A willingness to ask for help and seek on-going improvement
- √ A willingness to help others meet their goals and support team members
- √ A demonstrated ability to work with others effectively by making suggestions and sharing the work
- √ A desire to make a positive difference in the lives of other people and a contribution to the community

While in training Interns receive credits toward a paid one-year Journey Associates membership, redeemable after completion of the training. However, students with advanced skills may begin contracted assignments starting \$8.25 an hour after demonstrated ability is reviewed. Contact Will Perks at wperks1@verizon.net or call (304) 671-1752 to inquire about the informational requirements for completing the application process.

3E Multi-Media

Education Entertainment Enlightenment

Making a Difference in the World One Story at a Time

3E Multi-Media specializes in the production of audio-visual experiences, which include multi-screen presentations, promotional and educational kiosks, slide-show presentations, audio and video recorded interviews, documentary projects, special-event a/v engineering, and printed educational materials. Consultation and post-production services are also available. Additional specializations include Internet-based Social Networking, website presentations, and marketing products available via podcasts, compact disks, DVD formats.

Projects include educational and motivational presentations, short documentaries on social issues, information networking services of community resources and needs, website management, continuing education products for specific professions, electronic newsletters, podcasts, animation, graphics, and fund-raising projects for non-profit organizations.

Fee-based services are available for anyone desiring assistance with creating objects and projects for organizing memories, reminiscence, photo-projects, slide-shows, gifts, keep-sakes, and support-shops for writing memoirs, remembrances or biographical projects.

Consultations and assistance is also available with memory making and planning social events for personally meaningful occasions (a once in a life-time or commemorative events) – retirements, recognitions, life-reviews, reunions, graduations, memorial services, birthdays, showers, weddings, surprise parties, etc.