

Intern Project Description: Chicago Politics Oral History Technical Assistant

Supervisor: Haley Licata, Chicago Politics Oral History Project Coordinator

Objective: Assist the Chicago Politics Oral History Project Coordinator with the technical aspects of filming or recording oral history interviews, editing digital video and sound, and transferring interviews to an archival format.

Responsibilities:

Duties will include:

- Assisting in transporting equipment to interview locations
- Setting up camera and microphones
- Monitoring audio quality during interviews
- Capturing footage from MiniDV to PC
- Assisting in editing video footage and mix accompanying audio
- Burning completed projects to DVD

Duties may also include:

- Transcribing interviews as needed
- Conducting relevant historical research

Qualifications: Qualified applicants should be studying film production or broadcast journalism at a college level. Applicants must have experience with producing and editing film footage, using the MiniDV format. Applicants must be proficient with PC editing software, as well as prosumer-level video equipment. Applicants must maintain a professional appearance when filming off-site, and remain discrete regarding interview content. Ability to lift 25 lbs a plus.

Final Product: Approximately 50 filmed interviews, which will become part of a project website accessible to the public.

Dates of Project: Spring Semester 2010; start and end dates flexible

Time commitment: 14-21 hours/week; hours must occur during weekdays when supervisors are present.

Application Deadline: We are currently accepting applications for this project.

How to Apply

A completed application consists of the following:

- a completed application form (available online)
- a one-page personal statement describing your reasons for seeking an internship at CHM and what you hope to gain from the experience
- a resume outlining your educational, professional, and volunteer experiences
- two letters of recommendation from current or former professors or employers

Every effort is made to match the skills and interests of prospective interns with the needs and priorities of the department and the institution overall. The application materials will outline the specific qualifications requirements for individual projects. Applications are encouraged from African American, Asian American, Latino, and Native American applicants.