

Content Lab Internship Job Description

Updated Aug. 8, 2023

The Harvard College Admissions & Financial Aid Office is seeking to hire up to two (2) part-time interns to work at the Content Lab.

The Content Lab is a multimedia production initiative established within the Harvard College Admissions & Financial Aid Office. We aim to produce engaging video and social media content with a focus on connecting with high school students, encouraging them to explore their college options, understand the higher education experience, and reach for their highest potential.

In the Content Lab, interns will tell their stories—and those of their classmates—by contributing to the production of innovative digital content, including videography, photography, producing, copywriting, and digital design. Through close collaboration with staff, peers, and the occasional alumni, interns will gain experience in multimedia production, content strategy, strategic communication, and project management.

Students will report to the Harvard College Admissions & Financial Aid Office's Senior Multimedia Producer who manages the Content Lab. They will also work closely with the rest of the office's communications and outreach team. The supervisor will provide training, guidance, as well as creative direction and project management for short-term assignments.

With guidance from the Senior Multimedia Producer, interns will also learn to brainstorm, plan, and execute larger projects independently. Students will work on projects that may include recording and editing original content, capturing footage of meetings, conferences, and events, as well as utilizing existing b-roll footage. This content will be published on Harvard Admissions & Financial Aid social media accounts, as well as other Harvard social channels.

Interns are expected to work 8-10 hours per week (dependent on student's academic schedule and capacity) and most of the work will be done in-person. Interns are expected to attend weekly meetings to better coordinate efforts, allocate work, and keep projects on schedule.

Basic Qualifications:

- Interest or familiarity with social media and popular genres/forms of digital content.
- Comfort with experimentation and outside-the-box thinking.
- Strong time management and organization skills.
- Excellent communication and interpersonal skills.

Additional Qualifications:

- Excellent content judgment and storytelling ability.
- Well-organized and able to work independently, as well as take instruction.
- Basic understanding of fundamental design principles (i.e. color theory, typography, composition)
- Basic knowledge of Adobe Premiere Pro.
- Basic knowledge of Adobe Creative Suite CC applications.
- Previous experience working on video shoots, including providing and taking direction, camera operation, sound recording, etc.
- Experience with organizing and archiving raw and edited video files, as well as audio editing and color correction.

Please submit a **cover letter** and **resume** to Aaron Van Leesten at vanleesten@fas.harvard.edu. If available, submit **examples of your work** (links to portfolio, website, YouTube or Vimeo channel, etc.)

Time Frame:

- Academic Year (Fall + Spring Semester)
- Shifts: Weekdays
- Number of Hours per week: 8-10

Hourly Rate: \$17.00

Job Start Date: September 5, 2022

Job End Date: May 15, 2023

Desired Degree Level: Undergraduate

Federal Work Study Program Preference: Either FWSP or non-FWSP