



# Job Description

## Video Production Intern / Temporary Position

Exempt/Non-Exempt

Part-Time

Up to \$17/per hour

Transshield is a growing manufacturing company that develops protective fabric technologies used in the design and assembly of protective covers for the industrial, military, aerospace, and wind energy markets. In 2018, Transshield added a concrete curing cover to its portfolio of engineered fabrics. The company was founded in 1994 and is located in Elkhart, IN.

[www.transshield-usa.com](http://www.transshield-usa.com)

### I. Description of responsibilities and duties:

Transshield is looking for a creative, self-starting Video Production Intern with experience shooting and editing video for digital content. Still photography experience a plus. The position will contribute to the expansion of Transshield's video portfolio; working directly with the Marketing and Sales departments to create interesting and relevant video and product photography content for use in a variety of marketing campaigns and media channels. This will be a paid, part-time internship starting as soon as available and ending in the Summer -- with the potential for extension. Some travel may be required.

### II. Skills necessary:

Proficient with the following:

- Adobe Premier Pro
- Camera and Audio Equipment

Some experience with the following:

- Adobe After Effects
- Adobe Audition
- Photography

### III. Education/Experience required:

- Upperclassman working towards a degree in Film, Video Production, Visual Arts, or related degree

### IV. Personal characteristics needed to be successful in this position:

- Self-starter with an eye for creativity and a desire to make a difference, personable, a sense of humor, reliable, energetic, and motivated



## DUTIES OF THE VIDEO PRODUCTION INTERN

- Collaborate with Marketing and Sales to propose creative and relevant video ideas
- Help develop video production schedule for duration of internship
- Create the script, storyboard, and “visual flow” of video shoots
- Assist with the audio and visual equipment setup for video shoots (mics, lighting, etc.) as well as selection of shoot locations
- Produce, shoot and edit video for chosen projects
- Travel with Sales team to customer locations and tradeshows for interviews, product demos, and general B-roll footage
- Manage video library
- Take product pictures and other stock photos

## SCHEDULE

- Flexible. Hours may vary depending on the project and availability of the candidate.

**Video portfolio or examples of previous work will be required.**

This position reports to: Marketing Coordinator Josh Lambert and Marketing Director Mindy Kruggel

To apply: [www.transshield-usa.com/careers](http://www.transshield-usa.com/careers). Complete the online form and upload your resume.