



Digital Media Production Internship with FastTrek – Spring 2018

About:

FastTrek.org is an up and coming non-profit looking to be the solution to the disconnect between patients and clinical trials. We are currently specializing in brain Cancer and Multiple Sclerosis, where keeping up with advances in medicine and treatment are necessary, but unfortunately challenging. FastTrek is on a mission to change that.

Location: 10 Davol Square, Unit #100 Providence, RI 02903

Number of Openings: 3

Compensation: Unpaid, school credit upon request

Start Date: January 2018 or flexible

Duration: 1 semester/trimester with the opportunity for the internship to turn into a job

Schedule: 3 days a week, 10 – 15 hours per week, flexible (ability to work remotely)

Job Description:

The position is part-time for a current student with a background in digital media production. FastTrek is a rapidly evolving, foundation that would be thrilled to bring on a digital media intern. Versatility, open mindedness, and drive are key aspects students looking to apply should possess. We encourage creative freedom while offering guidance and support in the work you'll be doing. Here at FastTrek your efforts and contributions to our team will not go unnoticed. You are not here to do coffee runs, but to do real work that will help progress not only the foundation, but also your skills in the workforce. You will get to see and learn first hand from real innovators and be given a great deal of responsibility. We offer flexible hours, with most of the work being able to be done remotely as to not interfere with students' class schedules.

Responsibilities:

- Assist with content creation for our foundation's multimedia campaigns
- Creating and editing a 90 second informational video for our website
- Assist in basic multimedia editing

Desired Skills and Traits:

- Personable and outgoing
- Experience with video content creation
- Familiarity with audio editing
- Familiarity with producing
- Interest in the health sector

Qualifications and Requirements:

- Must be a junior, senior, or MBA student and up
- Background in videography, sound editing, producing, and creating video content
- Multi-location shooting
- Students should be majoring in digital media production

How to Apply:

Please send resume and cover letter to Talent@segreenhouse.org. Résumés should be sent as a single page PDF with document title and email heading [First Name Last Name, Résumé]. Cover letter can be addressed to Jamie Lavoie and Nick Cardi. Please add "Spring 2018 Digital Media Production Internship with FastTrek" into the subject line.

