

Media Production Intern

Houston Hispanic Chamber of Commerce is the leading regional advocate for the economic and civic interests of the Hispanic business community. HHCC represents approximately 90,000 businesses in the Greater Houston Region, ranging in size from start-ups to multi-national corporations, making the Houston Hispanic Chamber the largest in country.

Position: Media Production Intern

Description: The Houston Hispanic Chamber of Commerce seeks a dynamic, self-starter to assist with media production efforts. The intern will work with our Communications Team to film and edit KHOU TV, Univision TV, CBS Radio & Univision Radio interviews. Help develop short videos for social media and for our website. The videos and interviews highlight our Chamber members, business leaders, community leaders and elected officials.

Responsibilities:

- Assist in the end-to-end process from storyboarding to logistics to editing and publishing
- Use existing, new and stock footage to produce new videos
- Contribute to mixing and editing to create polished and engaging videos
- Publish videos primarily to our website and social media
- Assist in design of video materials for major events hosted by the HHCC
- Archive past HHCC promotional materials, radio programs and TV programs
- Maintain and promote YouTube and SoundCloud accounts
- Collaborate with staff on new ideas, direction and for marketing and communications campaigns
- Attend all membership related events (business attire required)
- Assist with other responsibilities as needed

Required Skills:

- An effective communicator, both written and oral
- Video editing and producing experience
- Previous internship or related experience in communication or media production is a plus
- Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task and meet deadlines
- Enthusiasm for the mission of the HHCC and the community we serve
- Professional demeanor (dress, presentation, etc.)
- Bilingual in English & Spanish preferred

Start Date: Position open until filled, requires minimum commitment of 3 months, year round position (Fall/Spring/Summer)

Hours: 15-25 hours/week

Compensation: Non-paid volunteer internship position, academic credit may be offered.

To Apply: Please send a cover letter and resume to HRADMIN@houstonhispanicchamber.com with "Media Production Internship" and your name (Last, First) in subject line.