



Boston
Neighborhood
Network

BNN INTERNSHIP: PLAYBACK & PROGRAMMING

Job Title: Programming Assistant

Hours Per Week: 20 hours a week Jan- June

Job Grade Level: Intern

Base Pay Rate: Unpaid Part- Time

Department: Playback and Programming

Contact: interns@bnntv.org

Boston Neighborhood Network (BNN), Boston's community media center, offers public access to cable television channels, video production equipment and facilities, training, production support, and a multimedia computer center. By providing the means of production and a public forum, it invites diverse communities to express themselves and encourages broad-based public dialogue.

About the Position:

The BNN Programming Assistant, assists in distributing community programming and information on BNN's two cable television channels and website. Responsibilities include processing public and staff requests for channel time, management of media submitted for distribution, maintaining media archives and facilitation of web-streaming and video on demand. This is an unpaid internship but college credit may be available.

Qualifications:

- Knowledge of television production
- Interest and knowledge of programming
- Ability to complete tasks as directed while unattended
- Strong organizational skills

Supervisor:

James O'Connor, Program Scheduling and Distribution Manager

To Apply:

Please send a cover letter, resume and three references to:

BNN Membership & Outreach

ATTN: Internship

interns@bnntv.org or fax your materials to: 617-708-3210