



2008 Boston Youth Fund Job Duties and Descriptions Form

Site Name:

BNN Charles J. Beard II Media Center

Name of Direct Supervisor:

Christine Kelly, Ph.D.

Department Name:

Digital Media and Education
Boston MA 02119

Work Site Address:

3025 Washington Street,

Job Title:

Director of Digital Media and Education

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Job Description: YOUTH TEAM LEADER

In the **BNN Teen TV Summer Program**, young people will receive training and get experience in the use of media technology, including studio TV production, digital field production and multimedia. The mission of Teen TV is to empower Boston teens with 21st century technology skills through digital media training and the creation and distribution of media products that positively impact teens' lives, address issues of concern, counter negative stereotypes, and promote constructive youth activities and opportunities citywide.

Youth Team Leaders will work together with Teen TV Production Assistants to produce public service announcements, on-location video profiles, studio performances and other programs that will be viewed on Boston Neighborhood Network channels and website. They will also explore the role of media in their lives and how to use media to make a difference in their communities.

Duties Expected of Position:

- Serve as role model for youth involved in BNN Teen TV Summer Program. Provide support to teen participants. Promote the benefits of college and professional work habits.
- Facilitate development and production of media projects relating to the Program, including studio production, digital field production and multimedia.
- Assist in the enforcement of policies at the Center, including lab rules, procedures, and security.
- Assist Program Staff and help teach classes.
- Supervise and assist during lunch breaks, field trips and other program activities.

- Help maintain the computer lab, field equipment, studio and other resources used during the Program.
- Provide input towards development of appropriate curriculum and activities, resource materials and ongoing youth initiatives.
- Assist with record keeping, scheduling and other administrative functions. Other duties may be assigned.
- Participate in Orientation and planning session(s) prior to start of program.
- Other duties may be assigned.

Candidates must have:

- Strong interest, training and experience in one or more of the following methods of media creation: studio production, digital field production, non-linear editing; digital photography/imaging, other multimedia production.
- Computer proficiency; Mac and Final Cut editing experience a plus.
- Willingness to be role model; reliability and professionalism; commitment to community service and working with youth; excellent people skills. Group facilitation skills a plus.
- Must be Boston resident aged 18-23.

Days/Hours of This Position:

Max 30/week, Monday-Friday, July 7 - August 15th

Salary: \$11.73/hour

Benefits:

Youth Team Leaders will gain professional production and training experience as they help teen participants develop projects for their personal portfolios for future college and employment applications. Marketable job skills will be developed, including:

- Digital field production and editing
- Digital photography, imaging and other multimedia applications.
- Studio Television production
- Understanding media
- Project research and planning
- Teamwork

Youth Team Leaders will be provided with free BNN membership and access to BNN production resources and cable channels for a year, for the production of BNN programming. They will have the opportunity to continue working on their skills and projects during BNN's regular staff-supported open-access hours, both during the summer program and throughout the year.