

TEXAS FOLKLIFE

1708 Houston St. / Austin, Texas 78756
T · 512 441 9255 F · 844 386 2091
texasfolklife.org

Texas Folklife Mission

Texas Folklife is a statewide non-profit organization dedicated to preserving, presenting, and documenting the diverse cultures and living heritage of the Lone Star State. Since 1984, Texas Folklife has honored the cultural traditions passed down within communities across Texas and explored their importance in contemporary society. Texas Folklife promotes, presents and documents the state's rich cultural legacy through a vibrant mix of exhibitions, performances, community residencies, apprenticeships, and educational programs in Austin and around the state.

Position: *Media Production & Distribution Intern*

Start Date:	Position open until filled
Time Commitment:	Part-time at 12+hours per week, preferably two to three times a week in office (office hours are Mon-Fri 9am-5pm)
Supervisor:	Charlie Lockwood, Executive Director
Salary:	Unpaid, with stipend upon successful completion of internship

Job Description:

Texas Folklife seeks a student or recent graduate to support our mission in a volunteer capacity as a Media Production & Distribution Intern. As part of the Texas Folklife team, you will work with and meet people who are passionate about supporting traditional arts and culture across the state.

Duties and Responsibilities:

- Work with Texas Folklife's rich collection of multimedia (photo, video, audio, program materials) from recent programs, field recordings, and events to create compelling media for online and digital distribution
- In conjunction with Texas Folklife program coordinators, create short 1-2 minute program recap videos of recent programs for social media distribution
- Assist Executive Director with Accordion Kings & Queens live recording album release project (production, promotion, distribution)
- Research and create plan for safe backup and archiving of multimedia collected from programs
- Perform other duties as assigned.

Skills and Experience:

- Familiarity with video, audio recording equipment and photography a plus
- Experience with video editing (Adobe Premiere, Final Cut), audio editing, and photo editing (Photoshop, InDesign)
- Familiarity with music industry, album recording, promotion and distribution process
- Excellent computer skills, ability to learn new software / online platforms quickly
- Desire to learn about arts administration, non-profit management
- Highly organized and able to manage multiple ongoing projects
- Ability to work independently and as part of a team
- Ability to take direction well and work efficiently

Requirements:

- Must be able to work 12+ hours per week
- Must have access to reliable transportation

To apply:

Please send resume, cover letter to:

Executive Director Charlie Lockwood clockwood@texasfolklife.org