

## Position Description: Interactive Media Production Internship

IPWatch is looking for a creative, self-starter who is eager to facilitate the creation of online videos and other visual media. This person will support the Marketing and Technology department in its primary and administrative duties.

### Internship Duties:

- Work in collaboration with the Marketing and Technology teams to produce a variety of high quality video and visual media projects.
- Manage production of product demonstration videos and voiceover with the use of Camtasia.
- Produce a variety of video products for online use, distribution, and live streaming; plans and directs assigned productions; operation of all devices, software, and audio equipment; adjusts audio equipment; makes recommendations to department for software and equipment purchases.
- Plans and performs video post-production tasks which includes reviewing footage, making editorial decisions, rough cuts, audio adjustment, and final editing.
- Utilizes computer graphics for video post-production in accordance with the overall production concepts; compresses video projects for output; makes video products available in a variety of formats.
- Manage, maintain, and operate company's video production assets. Provides limited troubleshooting and maintenance of production equipment. Manages library of video content.

### Skills and Qualifications Desired:

- Able to operate video software production equipment and cameras
- Preferred proficiency with Adobe Creative Suite, Camtasia, and Microsoft Office Suite
- Work with technical and non-technical staff to organize and implement video recording.
- Ability to adapt video products to fit the needs of the company and target audience; develop and optimize workflow techniques to manage complex video and photography projects effectively and efficiently; troubleshoot video and photography product complications; research solutions and make technical decisions
- Excellent attention to detail, strong organizational skills, strong problem-solving skills, and a positive attitude
- High degree of responsiveness and interest in exceeding expectations for creative development
- Must be able to communicate effectively with individuals and groups, meet deadlines, and manage multiple priorities
- Forward-thinking and team-oriented with the ability to educate and train others in use of technology
- Extensive experience in taking solutions from idea to implementation
- Ability to work in office environment and thrive in a fast-paced, fluid environment, meeting tight deadlines and high expectations.

### About IPWatch Systems Corporation:

IPWatch's platform of solutions provide the opportunity for companies to revolutionize how they access, select, and manage intellectual property, domain name, and brand information. We offer the highest quality data combined with the fastest turnaround at the best value in the industry. IPWatch utilizes big data innovation to provide the fastest full trademark search accessing dozens of independent data sources consolidating results so that end-users can quickly solve their most critical business problems related to intellectual property and branding. Our proprietary and patent-pending technology and related algorithms provide unprecedented insight for our clients into their (or their competitors') intellectual property, business names, and related brand information. Our solutions guarantee unparalleled cost savings on a SaaS platform where comprehensive search results are delivered in a real-time web delivery model with clients having immediate access to their search data and IP portfolio from any internet enabled device. What takes our competitors several hours to days to produce, we deliver in a matter of seconds to minutes. IPWatch clients use our technology to build their brand equity, reduce potential business risk, and support profitable growth. IPWatch is revolutionizing the creation and protection of brands.

We are located one block from the UNA campus with flexible daytime hours. Interested applicants can send their resume and cover letter to Iris Daly at [idalay@ipwatch.com](mailto:idalay@ipwatch.com). For more information, please visit our website: [www.ipwatch.com](http://www.ipwatch.com)