

Website and Media Intern

8/27/2018

AndyMark, Inc.

Position: Website and Media Intern

Reports To: Website Content Manager

Job Summary and Key Objectives: Works closely with the website content manager aiding the product release workflow from new inventory to published product. Will also take and edit product photos and aid video production. Position can work around existing school schedules.

Key Responsibilities and Tasks:

- Photograph products for print media and web usage
- Edit photographs with AndyMark styling
- Edit product page content, both media and HTML
- Maintain supplemental documentation on product pages
- Aid video production
- Keep media room and media equipment organized and in good condition

Preferred Qualifications and Education:

- High school diploma or equivalent
- Must have the ability to follow directions, work independently and with minimal supervision
- Must to have general personal computer knowledge
- Must have experience using Adobe Photoshop
- Experience using Adobe Premiere Pro is a plus
- FIRST program experience a plus

NOTE: The responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the company.