



Internship Role Description

for Eleven+ Scholar Applicants

Name of Hosting Organization:

Ideastream Public Media

Internship Role Title:

Digital Content Intern

Number of roles available:

1

Available to (select any that may apply)

College Student

Work Location & Office Covid Protocols is applicable (select any that may apply)

Flexible/hybrid- The role can be a combination of virtual and in person

Internship Work Address:

1375 Euclid Avenue
Cleveland, OH, 44115

Many of applicants utilize public transportation. Is the work location accessible by public transportation?

Yes, the work location is accessible by public transportation (Bus/Train)

If you selected yes, the work location is accessible by public transportation please provide additional information such as what bus or train line is accessible to the work location

The Health Line bus is in front of the Idea Center building and visits about every 15 minutes.

Mission of Hosting Organization

Ideastream Public Media is a trustworthy and dynamic multimedia source for illuminating the world around us.

How does this internship role support the mission/purpose of the organization

The intern will help create digital news content about issues affecting the people of Northeast Ohio.

What functions within the organization will the intern be working with? For example, this role will work with Staff Counselor, Finance Staff, and Operations Team

The Digital Content Intern will work directly with the Deputy Editor of Digital Content.

Will there be additional networking opportunities within the organization for the intern to gain expose to other roles and functions.

Yes, they may have the opportunity to work with other colleagues in the Content department, schedule permitting.

Anticipated Start Date

Monday, June 10, 2024

Anticipated End Date Friday, August 16, 2024

Total Number of Weeks for the internship: 10

Total Number of hours per week the intern is expected to work: 20

Workday starts at: (start time or flexible) 9 a.m., but flexible

Workday ends at: (start time or flexible) 5 p.m., but flexible

Host Organizations website:

<https://www.ideastream.org/>

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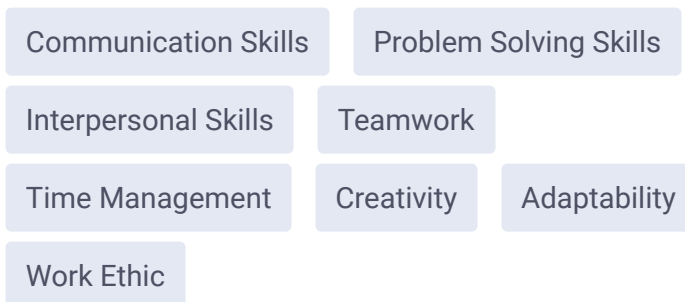
Internship Summary

The Digital Content Intern will learn to produce content for digital platforms including web, social media and newsletters. The student will work with members of the digital team 1) to learn best practices for web content including news story writing and search engine optimization; 2) going on location with photographers to learn photojournalism standards; and 3) creating social media posts using Adobe products and Canva that best serve each social platform and audience. The intern should have a curiosity about Northeast Ohio and issues affecting the area. The intern should be detail-oriented and demonstrate resourcefulness in producing journalism that serves the people of this region. The intern should embrace digital platforms and think creatively about journalism in the digital landscape.

Essential Responsibilities of this role?

- Conducts online research.
- Provides written content for digital platforms.
- Produces digital content using Adobe products or Canva.
- Learns best practices for cell phone photography/videography.
- Completes other duties as assigned.

Skill Development Opportunities



Knowledge and skills required for this role

- Current Journalism college student.

- Ability to multi-task and work independently.
- Strong verbal and written communication skills including attention to detail.
- Basic knowledge of Microsoft Office Suite and demonstrated familiarity using:
 - a. Adobe products including Adobe Premiere Pro and Photoshop
 - b. Canva
 - c. Google products including Docs and Sheets
 - d. social media platforms including Instagram, Facebook, YouTube and TikTok
- On occasion, ability to work during non-traditional work hours such as an early morning, evening or weekend.

What does success look like for the intern at the end of the summer

The intern will have specific pieces of work published/posted on our digital platforms, i.e. written stories on Ideastream.org or photo/story carousels published to Instagram.

Prepared by: Amira Nasrallah

Date Wednesday, December 6, 2023