

Position: Internship - Job Description**Essential Duties and Responsibilities:**

- Create special effects, animation, or other visual images using film, video, computers, or other electronic tools and media for use in products or creations, such as computer games, movies, music and commercials.
- Check and maintain the operation of multimedia room equipment systems.
- Design complex graphics and animation, using independent judgment, creativity, and computer equipment.
- Create basic designs, drawings, and illustrations for product labels, cartons, direct mail, or television.
- Participate in design and production of multimedia campaigns and assisting with production coordination, background design, and progress tracking.
- Create two-dimensional and three-dimensional images depicting objects in motion or illustrating a process, using computer animation or modeling programs.
- Make objects or characters appear lifelike by manipulating light, color, texture, shadow, and transparency, or manipulating static images to give the illusion of motion.
- Apply story development, directing, cinematography, and editing to animation to create storyboards that show the flow of the animation and map out key scenes and characters
- Implement and maintain configuration control systems.
- Script, plan, and create animated narrative sequences under tight deadlines, using computer software and hand drawing techniques.
- Convert real objects to animated objects through modeling, using techniques such as optical scanning.
- Develop briefings, brochures, multimedia presentations, web pages, promotional products, technical illustrations, and computer artwork for use in products, technical manuals, literature, newsletters, and slide shows.
- Perform basic troubleshooting of multimedia delivery systems.
- Perform basic departmental functions such as locating materials, answering questions, directing clients, etc.
- Create career related video content in 5760 x 1080 format for the office and standard for social media channels
- Conceptualize, create and edit animations related to careers and employability topics.
- Knowledge of AR/VR is preferred but not required
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge and understanding of College organization, goals and objectives, and policies and procedures
- Possess basic knowledge of Media equipment and their functions
- Possess excellent verbal and written communication and organizational skills
- Ability to work a flexible schedule that includes evenings and weekends as assigned
- Possess a knowledge of Adobe products, Photoshop, animation and editing software
- Ability to work well in a multi-ethnic and multi-cultural environment with students, faculty and staff

Technical Skills in the following areas

Adobe Suite Systems, Adobe InDesign, Adobe Photoshop, Adobe Illustrator

Office suite software — Microsoft Office

Adobe After Effects

Autodesk Maya, Toon Boom Harmony

Web page creation and editing software

Web platform development software

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

The employee must occasionally lift and/or move up to 40 pounds. Any lifting in excess of 40 pounds requires the use of a back brace and dolly.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- High School Diploma or G.E.D. equivalent from a regionally accredited institution
- Student in Miami Dade College, preferable in the MAGIC program.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my Internship/job description.

Signature

Date

Printed Name