



**Send Resume & Cover Letter**  
events@njdte.org  
www.njdte.org/interns  
908-273-5500

## **2021 Fall & 2022 Spring Internship Opportunities**

### **Film, Photography, & Digital Media**

New Jersey Dance Theatre Ensemble (NJDTE), a renowned pre-professional dance company, seeks an enthusiastic and insightful **Film, Photography, & Digital Media Intern**. NJDTE has a state-of-the-art, 8,800 square-foot facility in downtown Summit, NJ. We are actively seeking a Film & Digital Media intern for the Fall or Spring 2022 season. An internship with NJDTE is an excellent opportunity to gain valuable hands-on experience with a renowned pre-professional training school and company and non-profit arts organization.

#### **Responsibilities:**

- Filming and photographing events, classes, rehearsals, and performances
- Creating and editing promotional videos and short video clips for social media
- Editing music files for rehearsals and performances in GarageBand
- Transferring archival VHS videos to DVDs and DVDs to HD hard drive
- Assist in creating graphics for NJDTE videos and events

#### **Requirements:**

- Knowledge of iMovie, Final Cut Pro, Adobe Premiere, and/or Photoshop
- Knowledge of GarageBand or other music editing programs
- Experience with video editing, archiving, and filing
- Access to or ownership of camera/filming equipment preferred
- Familiarity with Microsoft Office Suite (Word, Excel, Power Point)
- Ability to commute to Summit, NJ, Montclair State University, and other off-site locations
- Ability to attend events outside of regular weekly schedule (dates will be given in advance)
- Excellent communication skills
- Highly detail-oriented and self-motivated
- Positive and professional demeanor and attitude
- Flexible, with the ability to multi-task
- Interest in NJDTE's mission and non-profit dance organizations

#### **Commitment:**

- Start Date: Fall – September 2021 | Spring - January 2022
- 3-4 month commitment, 10-15 hours per week
- Flexible schedule

#### **Compensation:**

- Internship positions are unpaid.
- NJDTE will work with colleges and universities to provide interns with academic credit.