

LexMedia

Volunteer and Intern Opportunities



Volunteer and Intern Opportunities at LexMedia --We are Lexington's community access TV and our programs are seen by about 70 percent of the households in the Town. Our three channels feature public, education and government programs, 7 days a week, 24 hours every day, and appear on Comcast, RCN and Verizon. Programs are listed in the Lexington Minuteman and on our website at www.lexmedia.org.

Our mission: The Purpose of LexMedia is to develop, establish and maintain a Media Center to facilitate learning and to meet the needs of the Lexington community by offering media education and community programming.

LexMedia is managed by professionals but fueled by Volunteers and Interns. We leverage the small professional staff and excellent equipment by an excited group of Volunteers and Interns who are the true heroes of our operation. Our classes are intended to educate Volunteers so that they can be important contributors to the program production activities of LexMedia while at the same time satisfy their own personal interests in the choice of what they produce.

Volunteer time spent at LexMedia can be used to satisfy **Lexington High School Community Service** requirements.

We also are looking for **Interns** who can devote significant time over longer periods in return for receiving training from experienced Video professions as well as people skilled in community organizing activities.

Finally, we maintain a list of **LexMedia Qualified Camera Operators** who are willing to film events for a nominal fee for LexMedia member organizations who need assistance in filming their events.

Example Tasks for Interns & Volunteers
Volunteering is great, but what exactly does it mean at LexMedia? To help you, we have developed a list of examples of tasks Interns and Volunteers might do at LexMedia. Obviously this list changes over time, and changes as you bring new ideas to LexMedia

Producer of Lexmedia OnDemand programming: Create Web accessible versions of LexMedia programming using a well defined recipe and LexMedia provided software tools for this production. This task can be multiple positions which can be done at home if the interns/volunteers have relatively current PCs running Windows XP or Vista.

Video Server content loading: All of our broadcast programs originate from our digital video server. When a program comes to us on DVD, people performing this task must upload the contents of the DVD to the video server from a PC in our studio and then add information about the program to the video server's database.



Camera operator and program recorder:

All of the locally produced programs that are recorded in town outside of the LexMedia studio need a camera operator to record the program. If events occur in the Selectmen's Meeting Room in the Town Office Building or Cary Hall, a permanently installed set of video recording equipment with robotic cameras can be used. Other venues required set up of a video camera prior to filming the event. In addition to interns and volunteers, LexMedia maintains a list of qualified camera operators who can, perhaps for a fee, film events of Lexington organizations. This is a good way for an intern who has received credit for community service hours to turn the knowledge acquired in this activity into an opportunity to earn money for filming events



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Assistant in LexMedia classes and instruction sessions to help students with hands on exercises. After suitable instruction, the intern/volunteer will answer students questions and help them to use video editing programs to develop complete video programs suitable for broadcast.

Production interns / volunteers: We need interns and volunteers to produce a variety of shows with specific themes. Such a producer would focus on one area of specialty such as:

1. Sports: Sporting events, Sports interview programs
2. Theater: LHS original productions, Elementary school plays and performances
3. Concerts: LHS, Middle and Elementary school musical performances, Town wide musical performances
4. LHS, Middle and Elementary school activities (Debate, Science Olympiad, Science Fair, Math Fair, etc.)
5. Interview programs: Interviews with interesting people, perhaps with a theme (Lexington Writers, Lexington Scientists, Wo/man on the Street interviews.
6. Game shows: Lexington Jeopardy, Lexington Wheel of Fortune
7. News shows: This Week/Month in Lexington

Producers typically organize the entire process of video taping an event and doing the post-production work of editing the captured video into a final program.

Equipment inventory manager: LexMedia manages a large collection of equipment needed in the filming and production of video programs. Integral to this activity is FACIL, a computer based inventory system that tracks all reservations, loans and returns of equipment. In this activity, the intern / volunteer will learn how to use FACIL, how our equipment room is organized, and how equipment on our shelves is entered and managed in FACIL.



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