Jobs at TED

TED-Ed Production Intern
TED-Ed | New York, NY, United States

http://www.ted.com/about/our-organization/jobs-at-ted

TED.com is a critically acclaimed, award-winning website featuring inspiring talks from the world's leading thinkers and doers. TED-Ed (ed.ted.com) is TED's educational initiative that works to amplify the ideas and voices of teachers and students around the world. TED-Ed Videos have been viewed over 200 million times with over 2.5 million questions answered on the TED-Ed platform.

TED-Ed Production Intern

TED-Ed is looking for an enthusiastic, multi-talented Production Intern to work closely with the TED-Ed production team to help coordinate internal and external resources from initial conception to final delivery of all TED-Ed Lessons.

(This is a paid 20-30 hour per week position.)

Minimum Requirements:

• Interest and understanding of animation production
• Interest in a career in content production
• Exceptional ability to multitask
• Rigorous organizational skills and attention to detail
• Current college or graduate student, or recent graduate
• 1+ year(s) of relevant work experience or internships

Responsibilities:

• Assist production team with monitoring schedules for all projects from development to publication
• Prep TED-Ed Lessons on YouTube and TED-Ed website
• Schedule meetings, interviews and phone calls
• Review and QC animations at various stages in production
• Assist production team in organizing and delivering video and audio assets to distribution partners
• Assist production team with research, fact checking and brainstorming TED-Ed Lesson ideas

The ideal candidate:

• Flexible and adaptable work style that responds quickly and efficiently to things as they arise
• Strong writer and communicator
• Ability to apply creative thinking and problem solving
• Works successfully in a small company/entrepreneurial environment
• Obsessive attention to detail
• Curiosity for design, science, technology, psychology, entertainment, philosophy and the arts is a plus
• Ability to make fun of yourself
Please provide a cover letter and resume with relevant experience in response to the job posting on TED.com. Note that due to the high volume of e-mails, only considered candidates will be notified.