



16 TECH COMMUNITY CORPORATION JOB DESCRIPTION

POSITION:	Photo/Video Content Intern
STATUS:	Non-exempt
ORGANIZATION:	16 Tech Community Corporation
REPORTS TO:	Digital Marketing Manger, 16 Tech Community Corporation

ORGANIZATION OVERVIEW

The 16 Tech Innovation District is a growing destination for innovation and entrepreneurship and a driver of the tech enablement of the life-sciences and advanced manufacturing industries key to Indiana's economy. Connected to diverse neighborhoods in downtown Indianapolis and intentionally resourced with facilities and programs to foster innovation, 16 Tech is home today to three buildings with 200+ innovation related entities that employ more than 800 people. Over the next ten years, 16 Tech is projected to grow to 13 mixed-use buildings and create 3,000+ jobs.

The nonprofit 16 Tech Community Corporation is responsible for the physical and programmatic development of the 16 Tech Innovation District. 16 Tech Community Corporation's mission is to create an inclusive innovation community for Indianapolis. 16 Tech seeks team members who are motivated by and embody its values:

- **Innovation and entrepreneurship:** We believe innovation is vital.
- **Personal Connection:** We believe places bring people together.
- **Inclusivity:** We believe everyone can be an innovator.
- **Collaboration:** We believe collaboration is a winning strategy.
- **Community:** We believe it's important to be good neighbors.

16 Tech Community Corporation is a proud equal opportunity employer committed to an inclusive work environment and to building a team that reflects the rich diversity of our community. People of color, people with disabilities, and people of diverse sexual orientations, gender expressions, and identities are encouraged to apply.

POSITION OVERVIEW

The 16 Tech Photo/Video Content Intern will play an active and vital role on 16 Tech Community Corporation marketing team. The 16 Tech Photo/Video Content Intern will help execute the District's strategic brand and vision through content generation that will be distributed on a variety of platforms (social media, website, email marketing).

Responsibilities will include:

- Capture video and photography for 16 Tech social media channels
- Capture video and photography at 16 Tech events as needed
- Create reels for the 16 Tech and the AMP Instagram accounts
- Work with the marketing intern to develop content ideas for the 16 Tech website, e-newsletter and social media

An ideal candidate will demonstrate interest in photography, videography and social media. The candidate will be passionate about creative ideas and high-quality content. The candidate will be a self-starter with a desire to learn and grow with every project.

QUALIFICATIONS, SKILLS, & ABILITIES

- College junior, senior or graduate student with interest in photography/videography/social media
- Prior internship or equivalent work experience
- Knowledge of social media platforms
- Knowledge of Adobe Creative Cloud is a plus
- Excellent communication skills
- High attention to detail and execution
- Maturity to work as part of a small, entrepreneurial team
- Self-driven and goal-oriented, able to work independently and organize own tasks, projects and calendar
- Self-reflective and willing to learn from mistakes and by asking questions

DETAILS

- Hours: 15-20 hours per week – must be available for some weekend/evening hours
- Compensation: \$15/hour
- Employment time frame: May-August 2024

To apply for this internship, please submit a cover letter and resume to careers@16tech.com by April 1, 2024

More information is available at <https://www.16tech.com/>