

UNT Dallas
Office of Information Technology
Center for Media Production

Title

Media Technical Coordinator Intern

Description

The Office of Information Technology is looking for an intern to work for the Center for Media Production. This position supports the audio/visual equipment and associated hardware/software of the university's classroom, event space, and Center for Media Production TV and Audio studio. Including coordinating audio/visual setups for events. Assignments can be broad and usually require creativity and originality.

Learning Outcomes

The intern will be able to effectively set up and support audio and visual technologies for instruction and events. The intern will also be able to communicate across departments effectively to coordinate audio and visual needs.

Responsibilities

- Supports audio/visual technologies, event technology support, and planning.
- Assists in supporting and maintaining the Center for Media Production TV, Audio Studio, and Mac lab equipment.
- Maintains equipment inventories of CMP and event equipment.
- Participates in evaluating and selecting A/V equipment and software for university use.
- Assists the Sr. Media Technical Manager in the coordination of A/V setups for events

Requirements

Students at the University of North Texas at Dallas applying for this internship must have strong communication skills and a basic understanding of audio/visual and computing technologies.

Majors

Communication and Digital Media or Information Technology majors are preferred.

Dates

Aug. 22, 2022, to Dec. 12, 2022, or Jan. 9, 2023, to May 8, 2023

Salary

\$10-\$15/hour

Application Process

Send a resume and cover letter to Erick.Solis@untdallas.edu.

Contact Information

Erick Solis, Sr. Media Technical Manager ▪ Erick.Solis@untdallas.edu ▪ 972-338-1434

For Oak Cliff, Inc.

College Intern Handbook

(214)-257-8570

501 (c) 3 Charitable Organization



Mission:

We Aim To Liberate Oak Cliff From Systemic Oppression Through A Culture of Education, While Increasing Social Mobility and Social Capital.

4 Pillars:

Education: We believe in creating a culture that sets higher expectations for the education of our children, and we believe that in order to create a true culture of education, we need to educate adults and children alike (2Gen).

Advocacy: We believe our systems are broken, and in order for us to have an equitable system that works for all, we have to change policy strategically.

Community Building: We believe in building a stronger community together leveraging our strengths and providing avenues to use these strengths to support one another.

Arts: We believe art is the most creative expression of liberation. In order to awaken the artists of our community, we must increase access to the arts, artists, and avenues for creative self-expression.

Our Core Values

Courage: We are committed to mental or moral strength to venture, persevere, and withstand danger, fear, or difficulty.

Love: We are committed to the belief that we are connected through love, and that love comes with community.

Respect: We are committed to treating each person as we would want to be treated.

Accountability: We are committed to taking responsibility for our actions.

Integrity: We are committed to having strong ethical principles that are followed at all times

Humility: We are committed to personal change and Seek and provide honest feedback that generates continuous improvement.

Grace: We are committed to engaging in a polite and thought-full manner with our SuperBlock and community members.

Progress over Perfection: We are committed to improving from one day to the next.

Taking Radical Responsibility: We are committed to assuming or embracing 100% ownership for every circumstance we face connected in the SuperBlock.

Confidentiality Agreement

As a condition of a Staff relationship, For Oak Cliff requires that Staff read and sign this Confidentiality Agreement. Failure to sign this document will result in a revocation of any relationship already declared.

1. Staff acknowledges that he/she will be privy to certain Confidential Information during his/her relationship with FOC.
2. "Confidential Information" will, for the purposes of this Agreement, refer to but is not limited to: business model, strategic plan, fundraising information, financial information, program information.
3. Staff will only use Confidential Information with advance approval by FOC.
4. Staff shall not disclose any of the Confidential Information he/she learns and/or comes in contact with during his/her relationship with FOC, during, and after the term of the relationship.
5. Staff will not use any confidential information for his/her own self-interest, or for the interest of others, during or after the term of the relationship, unless permission to do so is expressly given, in writing, by FOC.
6. When the Staff relationship ends with FOC, no matter the method of the termination of the relationship, the board member agrees to return any documents, materials, etc. (including any copies of originals) that are classified as Confidential Information, as defined above.
7. Any violation of this Agreement will be considered grounds for immediate termination of the relationship and gives FOC the right to seek legal recourse against a board member.

CODE OF ETHICS

All staff is expected to be familiar with and abide by the following Ethical code of conduct.

Conflict of Interest

A conflict of interest exists when a FOC volunteer uses their position or contacts to benefit themselves. This type of behavior is not only unethical but is also illegal and a breach of public trust. Volunteers/Interns should not expect benefits or favors from FOC other than those specifically outlined in this handbook. Volunteers/Interns are in a position of public trust and therefore cannot accept gifts, gratuities, favors, or rewards for any services performed in connection with their volunteering. It also is unlawful for volunteers to solicit, offer, or accept any money or anything of value in exchange for FOC property.

Confidentiality

Sensitive information gained by association with FOC or access to FOC records shall be held confidential. Sensitive information may include but is not limited to, matters of FOC administration, planning and fundraising, and personal information regarding FOC employees, volunteers, interns, and donors. Volunteers/Interns shall not contact any news media in reference to the release or publication of the above information. Volunteers are expected to resolve any questions regarding sensitive information with staff.

Harassment

It is illegal to harass others on the basis of their sex, sexual orientation, age, race, color, national origin, religion, marital or veteran status, citizenship, disability, or any other personal characteristics. Harassment includes making derogatory remarks about such characteristics, making jokes about ethnic or other groups, and other verbal, physical, and visual behavior. Sexual harassment is prohibited. It is defined as propositions; repeated requests for dates, dirty jokes, sexually provocative pictures or cartoons, and other verbal, physical, and visual harassment of a sexual nature are prohibited. The harassment of any Intern/volunteer will lead to immediate disciplinary action up to and including termination.

Drug Use

All volunteers are expected to understand and comply with the following guidelines regarding the use of drugs or alcohol in the workplace: We prohibit the unlawful use, possession, distribution, sale, or manufacture of a controlled substance on our premises. We prohibit all volunteers from being under the influence of drugs or alcohol while on the job. Exceptions for medicines are made on a case-by-case basis. Failure to follow FOC drug-free workplace policy may result in disciplinary action which may include but is not limited to termination of a volunteer position. If you are convicted of violating any criminal drug offense, you are required to notify the volunteer coordinator within five (5) calendar days of the conviction.

Media Rights & Release

I consent to the use by the Company and its Releasees of my name and/or likeness in its publications or other media and promotional activities (including the internet). I understand the Company is a tax-exempt nonprofit and does not advertise to generate profit for any purposes other than to fund the Program. This consent includes, but is not limited to:

1. Permission to interview, film, photograph, tape, or otherwise make a video reproduction of me and/or to record my voice;
2. Permission to use my name(s); and
3. Permission to use quotes from the interview(s) (or excerpts of such quotes), the film, photograph(s), tape(s) or reproduction(s) of me, and/or recording of my voice, in part or whole, in its publications, in newspapers, magazines, and other print media, on television, radio, and electronic media (including the internet), in theatrical media and/or in mailings for awareness and educational purposes.

This consent is given voluntarily and in perpetuity, and recording and publication of materials do not require my prior approval. I, myself, and on behalf of my Affiliates, hereby release and hold harmless the Company along with its Releasees from any and all claims, demands, or causes of action arising out of the use of my name and/or likeness, per the terms of this release. I understand and agree that I will not be compensated in any way for the use of my name and/or likeness by the Company. I agree that the actual material involved is and shall continue to be the property of the Company.

Coronavirus/Covid-19

I acknowledge the contagious nature of Coronavirus/COVID-19 and all of its variants (hereinafter collectively referred to as "Covid"), and that the CDC and other local, state, and federal public health authorities recommend preventative measures to reduce the spread of Covid. I acknowledge that the Company and its Releasees have put in place preventative measures to reduce the spread of Covid in the Program. I further acknowledge that the Company cannot guarantee that I will not contract Covid. I agree to assume all risk and responsibility for my participation in the Program, and further agree to follow all preventative measures put in place by the Company to prevent the contraction and/or spread of Covid by practicing the following preventative measures:

Wearing a mask indoors in public spaces and during any instance of being within six feet of another individual;
Remaining at least 6 feet (about 2 arm lengths) from other people and especially keeping distance from others who are at higher risk of getting very sick (such as the elderly or those who are immunocompromised);
Frequent handwashing with soap and water for at least 20 seconds, especially after having been in a public place, or after blowing my nose, coughing, or sneezing;
Covering coughs and sneezes and understanding that the preventative practices recommend to cough or sneeze into a mask and put on a new, clean mask as soon as possible and handwashing;
Cleaning any surfaces that are touched as frequently as possible following my use which may include tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks; and
Getting fully vaccinated to protect myself and others from Coronavirus/COVID-19; I further acknowledge that this is only recommended by the Company and not required to participate in the Program.

Furthermore, I understand that the risk of becoming exposed to and/or infected with Covid may result from the actions, omissions, or negligence of myself, or my Affiliates, and not from the actions of the Company and its Releasees directly. I attest that:

I have not had any symptoms of Covid or a positive test in the past 14 days, and that
If I become infected with Covid, I will participate in the Program virtually (if the option is available) while following CDC and other local, state, and federal guidelines.
I attest that I will follow all CDC recommended guidelines during participation in the Program to limit exposure to Covid.

Operations Intern

Job Requirements

- Attention to detail
- Critical thinking
- Strong work ethic
- Commitment to safety and care

Preferred Qualifications:

Proficient in G Suite applications

Proficient in Microsoft Excel, Word, and PowerPoint

Bi-lingual

Job Description:

Upload documents and paper files to Google drive

Print, laminate, and hang signs

Organize and maintain an inventory of materials, supplies, and tools

Support the creation of and management of general operating procedures

File (both physically and electronically) organizational documents

Perform general maintenance tasks to improve facility standards and safety

Research various projects related to building maintenance, organizational policies and procedures, technology, and other topics relevant to FOC

Load unloads and carry large items up to 100lbs

Support other FOC staff members and projects as needed

Reports to:

Director of Operations - Amber Brown

Amber.Brown@foroakcliff.org

Hours/Schedule

11:00 am-5:00 pm (15 hrs/week)

*Will choose days per week for a set schedule (for example Mon. Tues. Wed. or MWF)

*Please note hours must be completed in person

*Saturdays are optional for prescheduled events.

*Hours will be clocked via the ADP app.

Community Encourager Intern

Intern Role Summary

Support the For Oak Cliff team in the creation and execution of community-engaging with our schools that will sustain our work and support our mission.

Discrete tasks and deliverables:

Preferred Qualifications:

Proficient in G Suite applications

Proficient in Microsoft Excel, Word, and PowerPoint

Basic knowledge of graphic design (Canva)

Basic knowledge of email marketing software (Constant Contact, Mail Chimp)

Public Speaking

Customer Service

Job Requirements

1. Essential Duties - Elisha Pease Elementary School (ONSITE):

- Consistently maintains a high level of confidentiality.
- Supervise students in an alternative learning or study hall environment in both large or small group settings before, during, and after school.
- Provide assistance to students regarding classroom assignments, tutor students, and proctor assessments.
- Motivate and encourage students in positive ways to successfully complete assigned work.
- Establish an open-door policy with students for any questions, concerns, and issues that they may be experiencing.
- Provide consistency for students as a trusted adult doing daily check-in and check out. Also, taking the time to listen and make positive connections with the students.
- Maintain area to ensure security, functionality, and cleanliness in the assigned space.
- Coordinate daily classroom assignments with teaching staff, collects completed work (Quizzes/Tests), and return to the teacher in a timely matter.

OR

2. Essential Duties- For Oak Cliff (CAMPUS)

- Assist Planning staff with day-to-day activities including responding to inquiries from schools in the Superblock.
- Attend various meetings and perform other duties as assigned.
- Assist with content for brochures, handouts, website and social media.
- Knowledge of the principles, practices, methods, and techniques used in Education Department planning.
- Research planning-related policies, ordinances, and data to develop alternative solutions, create recommendations and prepare reports.
- Support in connecting community members to educational resources.
- Bring our organizational values of collaboration, innovation, and excellence to work every day to deliver the best possible public service.
- Commit to understanding one another, valuing each other's differences and adapting behavior to create a workplace where everyone feels like they belong.

Support other FOC staff members and projects as needed

Reports to:

Community Encourager - Courtney Thomas

Courtney.Thomas@foroakcliff.org

Hours/Schedule

Monday- Friday 9:00 am - 5:00 pm (15 hrs/week)

*Please note hours must be completed in person

*Saturdays are optional for prescheduled events.

*Hours will be clocked via the ADP app.

Food Justice Intern

Role Summary

Our collaborative food justice programs aim to eliminate food insecurity and food deserts in our community. We seek 1-2 committed and responsible interns to help us with initiatives that increase access to healthy, fresh, and affordable fruits and vegetables and increase the vibrancy and health of the Superblock. This role will provide direct support to the For Oak Cliff Director of Food Justice and the OCVF Executive Director and other staff members administering food services and in building out a comprehensive food justice program, including making recommendations for improvements.

Our Food Justice Interns can lend support to the following initiatives based on interest and availability:

1. 2023 Farmers Market
2. Community organizing and advocacy for a co-op grocery store in 75216

Our Food Justice Interns will be strong self-starters looking to learn and grow as consistent and reliable team members. Interns at FOC work toward advancing hard skills, soft skills, and their professional network. We are looking for individuals who set ambitious goals for advancing their educational attainment who are ready to serve our neighbors with love.

Required:

- Passion for food justice in the Superblock.
- Alignment with our core values and mission statement.
- Relevant studies or 1-2 years work experience.
- Strong communicator who can be trusted as a steward of FOC's resources.

Preferred:

- Resident or native of the Superblock within our targeted 75216 zip code.
- Experience creating or leading programming related to community organizing, social change, policy, advocacy, or other social change methods.
- Experience with casework, social work, or family advocacy.
- Experience working with youth and families or teaching.

Reports to:

Director of Food Justice - Julianna Bradley
Julianna.Bradley@foroakcliff.org

Hours/Schedule

9:00 am-3:00 pm & 8:30 am- 11:00 am one Saturday a month (15 hrs/week)

*Will choose 3 days per week for a set schedule (for example Mon. Tues. Wed. or MWF)

*Please note hours must be completed in person.

*Saturdays are not required, except for farmers' markets events held the first Saturday of the month.

*Hours will be clocked via the ADP app.

Marketing Specialist Intern

Job Duties

The core function of this role on For Oak Cliff's team is to support the FOC organization with program development and assist in the overall success of our neighbors and the FOC team.

Requirements:

- Current college student
- Studying Business/Entrepreneurship/Marketing
- Some experience in merchandise/apparel
- Knowledge of/Experience with Canva
- Intermediate experience with Facebook, Twitter, LinkedIn, and Instagram

Discrete tasks and deliverables:

Marketing

- Assist with designing flyers, banners, social media posts, merchandise, and other items for all events and public-facing opportunities.
- Keep all media organized in appropriate folders on Drive & Canva.
- Assist with drafting Signal Vine and Constant Contact content as it pertains to social posts and merchandise marketing.
- Inspire our community and beyond; attract high-impact donors, as well as mission-aligned celebrities, political figures, and other influencers to join our movement.
- Partner and manage vendor relationships with videographers, photographers, and other artists to create radical and laboratory multi-media experiences that build on past success and elevate our brand.
- Contribute to training local teens in merchandising and entrepreneurship during summer and afterschool programming.
- Support merchandise design, and procurement, and assist in point of sale operations.
- Manage and organize all inventory.

Communications

- Work closely with FOC staff to ensure alignment with our pillars and logistics in all publications.
- Create a marketing plan, calendar, and strategy that streamline the multiple departments and lanes of work happening within the organization.
- Communicate updates to branding, website, etc. to the team internally as well as sharing and managing relationships with external stakeholders including vendors, donors, and the Board of Directors.

Reports to:

Marketing Specialist - Krysisha Conly
Krysisha.Conly@foroakcliff.org

Hours/Schedule

10:00 am- 6:00 pm Monday- Friday (15 hrs/week)

*Will choose days per week for a set schedule (for example Mon. Tues. Wed. or MWF)

*Saturdays are not optional for prescheduled events.

*Please note hours must be completed in person.

*Hours will be clocked via the ADP app.

4. Education Tutor/ Enrichment Activities Intern

Intern Role Summary

Our out-of-school programs believe in creating a culture that sets higher expectations for the education of our children, and we believe that in order to create a true culture of education, we need to educate adults and children alike. Through educational opportunities For Oak Cliff offers learning and enrichment to the community that it serves. The individual seeking this role should be comfortable with providing students and/ or adults with assistance to help them learn new concepts and complete tasks.

Intern Role Responsibilities

- Assist students (children/ adults) with homework, projects, test preparation, papers, research, and other academic/ enrichment tasks.
- Demonstrate academic best practices for specific subjects and assignments.
- Providing students with positive and constructive feedback.
- Offering feedback on student progress to the DOE where appropriate.

Required:

- Passion for teaching and learning
- Alignment with our core values
 - Courage
 - Liberation
 - Love
 - Wisdom
- Alignment with For Oak Cliff mission statement
 - For Oak Cliff provides culturally responsive initiatives in South Oak Cliff to liberate the community from systemic oppression, create a culture of education, and increase social mobility and social capital.
- 1-2 years of work experience.
- Strong communicator who can be trusted as a steward of For Oak Cliff

Preferred:

- Experience working with individuals in a learner-centered environment
- Experience working with youth and families

Reports to:

Director of Education - Dr. Staci Williams
Staci.Williams@foroakcliff.org

Hours/Schedule

3:00 pm- 7:00 pm Monday- Friday (15 hrs/week)

*Will choose days per week for a set schedule (for example Mon. Tues. Wed. or MWF)

*Saturdays are optional for prescheduled events.

*Please note hours must be completed in person.

*Hours will be clocked via the ADP app.

Events & Volunteer Intern

Intern Role Summary

Support the For Oak Cliff team in the creation and execution of events and community engagement that will sustain our work and support our mission.

Discrete tasks and deliverables:

1. Volunteer Coordination:

- Structural support/coordination of key volunteer efforts
- Support weekly volunteer efforts
- Weekly volunteer communication updates to volunteers
- Help manage relationships with volunteers to build support
- Manage volunteer leads when applicable
- Help coordinate partnerships with other community organizations to provide additional volunteer opportunities and resources to the community

2. Event Planning and Production:

- Arrange food and beverage, order supplies, and arrangements, order event signs, and ensure appropriate décor, etc for all FOC events
- Coordinate monthly events for volunteers to engage with FOC and the Superblock d. Coordinate events with consistent branding, and experience for attendees e. Coordinate event logistics, including registration and attendee tracking, presentation and materials support, and pre-and post-event evaluations
- Maintain master calendar of FOC donor-related events
- Serve as liaison with vendors on event-related matters

3. Administrative Support, Marketing & Communications:

- Assist in managing the For Oak Cliff WordPress volunteer registration form; keep our Constant Contact database up to date with newly registered volunteers
- Track volunteer relationships, volunteer service, and event attendance in our internal CRM database

Reports to:

Event & Volunteer Coordinator - Sydney Chandler
Sydney.Chandler@foroakcliff.org

Hours/Schedule

10:00 am- 5:00 pm Monday- Friday (15 hrs/week)

*Will choose days per week for a set schedule (for example Mon. Tues. Wed. or MWF)

*Saturdays are not optional for prescheduled events.

*Please note hours must be completed in person.

*Hours will be clocked via the ADP app.