

1/18/2024

AndyMark, Inc.

Position: Media Intern

Reports to: Website Media Specialist

Supervisory Responsibility: This position has no supervisory responsibilities

Job Summary and Key Objectives: This position will assist the Website Media Specialist with website data entry, product photos, and creating videos “types” that include AndyMark product features, customer interviews, and online training tips for company website.

Key Responsibilities and Tasks: *Reasonable accommodations may be made to enable individuals with disabilities to perform the responsibilities and tasks.*

- Will operate audio-video equipment
- Make pages for products on the AndyMark website
- Will assist in keeping AndyMark product information current for the website and the FishBowl program
- Performs all other duties as designated by the Website Media Specialist

Required Skills and Abilities:

- Ability to follow directions, work independently and with minimal supervision
- Work with a flexible schedule and demonstrate effective time management
- Excellent written and verbal skills
- Personable and easy to work within a team environment
- *FIRST* program experience a plus

Education and Experience:

- High school diploma or equivalent
- Must be working towards a degree in production, informatics, media communication or relevant work experience
- Needs to have general personal computer knowledge
- *FIRST* program experience a plus

Work Environment: This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines; as well as, video and audio equipment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

1/18/2024

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

The employee must regularly lift and move up to 10 pounds, frequently lift and move up to 25 pounds and occasionally lift and move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception and the ability to adjust focus.

Travel: This position is not required to travel but may be asked to assist with *FIRST* competition needs.

EEO/AAP Statement: *AndyMark, Inc. provides equal employment opportunity to all individuals regardless of race, color, creed, religion, gender, age, national origin, disability, veteran status, and sexual orientation or any other characteristic protected by state, federal, or local law.*

NOTE: The responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the company. Duties, responsibilities, and activities may change at any time with or without notice.