



MEDIA ARCHIVIST
Chicago Semester - Summer 2018
City Fellows Internship

Job Description - The Media Archivist will be responsible for creating a catalog of all Silk Road Rising and Silk Road Theatre Project YouTube videos, and all e-newsletter and program book generated letters, essays, and articles. The archivist will also assure that each YouTube video is branded in a consistent manner, described and tagged appropriately, and linked to the relevant websites. Insights will be gained into multimedia approaches to messaging and marketing and the ways company branding evolves. Candidate must be organized, detail oriented, self-motivated, and personable. Proficiency in YouTube, SquareSpace, Google Analytics, and Google AdWords are essential. Basic working knowledge of HTML/CSS would also be helpful, as would some experience with SEO (search engine optimization).

Position is 32 hours/week, working from the Silk Road Rising office.

Dates of Commitment: June 4 - July 27

City Fellows Stipend: \$2,500- awarded by Chicago Semester

Contact Kendra Wright, Associate Director of Internships at Chicago Semester for more information on how to apply. Kendra.wright@chicagosemester.org