 Guiding Wisdom from the Margins

**TECHNOLOGY ADVISOR INTERNSHIP**

This internship position supports The Invisible Press mission of providing ethical, high quality, insightful, and innovative ideas serving the public good. Interns assist members of The Press in reaching customers through innovative ideas, products, and technology that align with the intern's pursuit of personal and professional goals. The Press offers quality and meaningful engagement for interns interested in exploring career opportunities in publishing.

**Job Description**

The technology advisor intern is a highly motivated, creative individual with experience and a passion for working with technology of various sorts. This position has the responsibility of advising and teaching non-tech savvy team members in the use of differing technologies including setting up and maintaining a Wikipedia page, installing and accessing various software and cloud systems including licensed state of the art, open source, and outdated technology. Examples of the tech advisor's duties may also include teaching how to set up email and other software and security systems on mobile phones, tablets, and computers as well as advising on team use of cloud based applications, etc.

**Responsibilities of the Video Editor**

Exploring, learning, teaching and assisting with various technology systems. Assist in the smooth functioning of online literary salons and other meetings. Exploring and assisting with uploading print runs to Ingram. Assisting with technology for shooting and editing short films to be used in domestic and international education as well as advertising to bookstores, book distributers, media outlets, and the general public.

**Knowledge and skills we seek:**
- Ability to learn and advise on technology.
- Assist with online meetings.
- Assist with setting up Wikipedia pages.
- Assist with setting up email and other similar systems.
- Strong organizational and time management skills, with proficiency in meeting deadlines and urgency in responding to questions/requests.
- Proficiency in working effectively, cooperatively, and flexibly in a team environment.
- Proficiency with standard office and mobile applications (i.e., word processing, presentations, e-mail, calendaring, teleconferencing, text messaging, personal computers, and smart phones/tablets).
- Preferred Requirements:
  - Knowledge online public sphere such as Wikipedia
  - Knowledge of Adobe Premiere, Audition, and similar programs.
  - Knowledge of audio/video recording and editing.
  - Knowledge of social media platforms.

**Application Information**
Apply through the Handshake portal through your university: https://app.joinhandshake.com/login

For further information contact:
Dr. Hazel Denhart, dr.hazel@invisiblepress.com

www.invisiblepress.com