

# Media and Event Intern - 2024



Overall Goal. Work with the Dir of Engagement and the Dir of Communications to promote, run, and report on Sci4Ga activities and events.

This position is beginning-to-end event management and reporting including: setting up and organizing event logistics, running events, and producing post-event summary information.

## Action Items and Deliverables

### Get Trained & Onboarding

During onboarding we will go over paperwork and other policies and procedures.

Over the course of the semester – all Sci4Ga interns will receive science communication training.

### Event Logistics

Full event logistics from scheduling events, finding locations, and posting the event on various channels.

### Graphics & Audience Engagement

Collaborate & gain valuable critique from a design professional on communicative graphics and copy language. Design advertising and outreach materials for upcoming Sci4Ga events.

### Monthly Event Production

Participate in the running of monthly events. Set up equipment for successful post-production: including a Sony Camcorder, Zoom H4n, Bluetooth or venue microphone and speakers, plus cable managing.

Engage with guests and presenters, check in guests. Practice logistics and prioritization of tasks.

### Short-Form Video Production (Post-Production)

Create engaging follow-up content from event including: event summary report, attention-grabbing clips for social media, and other new-media summaries.

### Weekly Work Details

All interns have a weekly meeting with their supervisor. Here they will discuss their progress toward goals, plan for the upcoming week, and issues blocking progress. This will also be a time for interns to ask questions and receive career building mentorship.

All interns participate in the weekly Sci4Ga all hands meeting where everyone shares a quick update on progress, and we brainstorm our way through questions.

## About Science for Georgia

Science for Georgia is a 501c3 dedicated to bridging the gap between scientists and the public through training, outreach opportunities, and direct contact with the public, policymakers, and the press. Science for Georgia highlights how science can impact people's lives and advocates for the responsible use of science in public policy.

Questions, please reach out to [patrick.ryan@sci4ga.org](mailto:patrick.ryan@sci4ga.org)

To apply, please send a resume, cover letter, and writing sample or portfolio to [patrick.ryan@sci4ga.org](mailto:patrick.ryan@sci4ga.org)

**Science for Georgia, Inc**

1700 Northside Dr, Ste A7, PMB 916, Atlanta, GA 30318 | [Scienceforgeorgia.org](http://Scienceforgeorgia.org) | [info@sci4ga.org](mailto:info@sci4ga.org)