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| Manav Rachna Educational Institutions*NAAC ACCREDITED `A++' GRADE UNIVERSITY* **Academic Session 2023-24** |
| **Internship Notification Form** |
|  **OVERVIEW** |
| Name of the Department/ Campus Unit | Department of Marketing Communications, Media & Public Relations / MRVPL  |
| Website / Other source of Information |  |
| Profile Type (Teaching/ Non Teaching) | Non Teaching |
| Brief write-up on the Department (50 to 75 words) | Our Marketing Department is dedicated to enhancing the university’s digital presence and fostering engagement within our community. We strive to connect with current and prospective students, alumni, faculty, and staff through innovative and compelling online content. |
| **JOB PROFILE** |
|  Designation | Video/Event Coverage |
| Job Description | As a Video Coverage Intern, you will gain hands-on experience in video production and coverage. You will work closely with our marketing team to capture, edit, and produce video content that supports our marketing campaigns and brand initiatives. |
| Skills Required | **Video Production**: Experience with video production equipment, including cameras, lighting, and audio.**Visual Storytelling**: Strong skills in visual storytelling to create engaging and cohesive narratives through video.**Attention to Detail**: Keen eye for detail to ensure video content is high-quality and meets brand standards.**Creative Thinking**: Ability to develop innovative video concepts and ideas.**Time Management**: Effective time management skills to meet deadlines and handle multiple projects simultaneously.**Collaboration**: Ability to work well in a team environment and collaborate with other departments.**Communication**: Strong verbal and written communication skills to effectively convey ideas and feedback.**Technical Proficiency**: Familiarity with video production equipment and software, as well as digital asset management.**Adaptability**: Ability to adapt to changing priorities and project requirements. |
| Place of Posting | Marketing Communications, Media & PR Office (BF11) |
| Duration of Internship (Start and End Date) | July 2024 to December 2024 |
| **SALARY DETAILS** |
| Minimum No. Of Hours (As required by the department) | **40 hrs/month** |
| Training Period  | **5 hrs** |
| Stipend paid during training | **No** |
| Bond or Service Contact (If yes, give details) | **Yes (in form of joining letter)** |
| **ELIGIBILITY** |
| Eligible Courses/Branches  | **UG/PG** |

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