Position at Christopher Kimball’s Milk Street

Christopher Kimball's Milk Street is a multimedia organization comprised of a magazine, a cooking school, a radio show and podcast, a television show, and an extensive social media presence. We are located in downtown Boston office, where we have a fully operational test kitchen, tv/video set, and editorial offices.

Description
Milk Street is interested in working with a self-motivated and reliable Fellow to help with our television, radio, and video departments. Our internships are designed to help you meet your educational goals while advancing our public media objectives. You get real-life work experience and the chance to work with award-winning professionals. There will be ample opportunity to shadow producers, be involved in day-to-day decisions, attend radio records at WGBH, and help on set during video shoots.

Responsibilities:
- Involvement in all aspects of production for our public television and radio shows
- Organize shoots and radio recording sessions
- Assist with day-to-day production needs
- Research radio topics in depth
- Establish contact with radio guests and publishers

The Fellow must be highly organized and an excellent communicator. They must be able to function collaboratively in a team environment, but must also be able to work efficiently and independently when necessary. This is a fast-paced startup environment, so we are looking for someone adaptable enough to keep up with day-to-day changes in scheduling.

Preferred Skills:
- Meticulous attention to detail
- An understanding of television and radio production needs
- Knowledge of Google Suite Apps
- Excellent writing and research skills
- Interest in international cuisine and / or multimedia initiatives
- Working knowledge of Adobe Premiere (not required)