



# Content Development Specialist Internship

## About This Position

Allsumjobs is looking for interns who are eager to learn content editing, curriculum development, and other multimedia post-production. This internship will last 10 weeks and you will have the opportunity to work with industry experts to edit multimedia for online job training courses.

## Duties / Responsibilities

- Research and provide ideas for curriculum content, format, and editing.
- Consult and collaborate with the production team on contents needs and live feeds.
- Ability to write and provide high-quality information or ideas for curriculum development for future publication.
- Able to stand on the client's side to edit and provide content, make sure contents are relevant and beneficial.
- Provide strategies to increase users engagement by edit content or curriculum.
- Proofreading or check the contents and curriculum.
- Shoot, edit videos, and create motion graphics, animation, and other special effects.
- Execute compression and encoding of video content for online use.
- Research stock footage and stock photo/audio elements, as needed.
- Provide digital asset management (tag video for easy retrieval and create sharable collections).
- Create and organize digital media/slides for presentations and special events.

## Requirement

- Interested in practicing and accumulating your experiences about content development.
- Have a sense of responsibility for your work and tasks, avoid unnecessary passed deadlines.
- Have the ability, confidence, and enthusiasm to learn new things.
- Outgoing, interested in connecting with different people.
- Excellent communication skill

## How To Apply

- Use school email to sign up at <https://allsumjobs.com/>



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- Complete the profile page including Details, Personal, and Education
- Once applied, we will schedule an interview within 24 hours.

### More About You

You are a professional with the idea to thrive on creating an engaging curriculum to benefit users. You are enthusiastic and creative with the ability to develop, articulate and execute a curriculum to make a real set of content that offers a world-class learning experience. This is an exciting opportunity for a self-starter to create this new capability within our organization and develop the next-generation growth model for AllSumJobs.

- You will come in with enthusiasm and excitement for joining this awesome company.
- You'll exhibit an open mind to listen and understand how our team works, our processes, priorities.
- You will be curious and eager to share your best practices with us while being mindful of the history and decisions behind how we run our business.
- To help keep you afloat, you will also have room to ease into your role and find your bearings so you can understand the big picture and be successful.

### More About Our Team

AllSumJobs is a small, but mighty, team of seasoned professionals with diverse skills and work backgrounds. We build a world-class video library to support job readiness functions for our school, government, and enterprise clients (i.e. colleges/universities, workforce development centers, and other companies). You will have an opportunity to collaborate with everyone on the team and learn from their experiences on things like, what has been working, what have we tried in the past, what our opportunities are, and how we work with other internal teams. Some of the people you will work with include our marketing lead, instructional designers, partner manager, and certification lead. We are poised for an extraordinary growth trajectory and look forward to adding a talent like you to help us achieve our goals!

### More About Our Benefits



## Content Development Specialist Internship

- Opportunities to support your desire to learn and grow
- Opportunities to become a part-time and full-time employee
- Recommendation letters