



MassChallenge is a global startup accelerator with programs running in Boston, Texas, Rhode Island, Lausanne, Jerusalem and Mexico City. We are unanimously recognized in the startups scene. Together with our industry partners, we provide outstanding support to a few dozens of carefully selected startups each year. Founded in 2016 in Renens, MassChallenge Switzerland is seeking new forces to join us as:

### **Photo/Video Editing Coordinator (Intern)**

**Start Date:** June to November 2020 – at 100%

Paid Internship

#### **Your Mission**

As Photo/ Video Editing Coordinator Intern, you will be supporting our team during the startup acceleration period. MassChallenge offers a comprehensive program to our startups, involving several dozens of events, courses, workshops and meetings. Each of these happenings is documented through photo and/or video. Working closely with our Marketing & Communications Manager, you will be in charge of pre- and post-production of the photo and video materials to feed our communication needs, while ensuring a light front desk duty.

#### **The Position**

- Under the supervision of the Marketing & Communications Manager, ensure the photo/video pre-production, production and postproduction of the happenings taking place
- Own and manage the photo/video materials. Prepare it in different formats for provision to both internal and external consumers
- Social media content creation
- In parallel, ensure light front desk duty, welcoming visitors and making sure they are comfortable (visitor badges management). Answer phone calls, direct inquiries to the appropriate parties and relay messages when needed
- Notify staff of visitors and direct guests to their meeting room
- Provide support to the MassChallenge team in the execution of all tasks during the acceleration period

#### **Desired Skills & Background**

- Genuine interest for entrepreneurship
- Experience and willingness to work with the startup environment
- Well-versed in media editing with Adobe Creative Cloud suite (in particular Lightroom, PremierePro & InDesign) and Video creation & editing
- Excellent command of English, with good verbal and written communication skills both in English and in French
- Outstanding interpersonal skills, including the ability to work both in groups and individually

#### **How to Apply**

This is an outstanding opportunity to be in touch with the best startups of the moment and build a strong network with professionals of various industries. Appealing? Please submit your CV and a short motivation letter by email to [jobsch@masschallenge.org](mailto:jobsch@masschallenge.org), putting the title of the job as subject.