

## **AUDIO/VIDEO TECHNOLOGY INTERN POSITION**

Legend Financial Advisors, Inc.<sup>®</sup> (Legend) is a **Fee-Only, Fiduciary** U.S. Securities and Exchange Commission registered investment advisory firm with its headquarters located in the North Hills of Pittsburgh, Pennsylvania. Legend provides Personalized Wealth Management Services which includes Financial Planning and Investment Management to affluent and wealthy individuals, business entities, medical practices and non-profit organizations as well as retirement plans.

We are currently seeking college freshmen, sophomores, or juniors with an interest in working in a professional business environment to join our team for an Audio/Video Technology Internship. We will provide qualified individuals with outstanding education and growth opportunities. If you are a high-energy individual with a strong work ethic, excellent team skills and outstanding communication skills, we would like to speak with you.

We offer internships that are paid and are year-round (we do not offer “Summer Only” internships). Positions are part-time during the academic year: a minimum of 15.0 hours worked per week are required. During the Summer, our students work an expanded schedule of hours.

Additional information about our firm can be found on our Website [www.legend-](http://www.legend-financial.com)

[financial.com](http://www.legend-financial.com). Interested candidates should send their resume and completed employment application to:

Celine M. Stanasolovich

Director of Human Resources and Accounting

Legend Financial Advisors, Inc.®

5700 Corporate Drive, Suite 350

Pittsburgh, PA 15237-5829

## **AUDIO/VIDEO TECHNOLOGY INTERN POSITION DESCRIPTION**

### **NECESSARY SKILLS AND KNOWLEDGE OF THE FOLLOWING:**

1. Strong written and verbal communication skills
2. Ability to work both independently and as part of a team
3. Experience with a variety of software: specifically, Microsoft productivity software and Adobe Creative products
4. Basic knowledge on shooting, editing and producing video
5. Preferred: experience with video-editing software such as Final Cut Pro, Avid Media Player, or Adobe Premier CS6
6. Ability to prioritize/ balance multiple projects at once
7. Ability to work in a sometimes challenging and frenzied environment
8. Resourceful and innovative, a strategic, critical thinker
9. Tech savvy: familiarity with social media/ networking tools and internet research tools

**AUDIO/VIDEO TECHNOLOGY DUTIES:**

1. Assist with set-up, shooting, editing, post-production and archiving of recordings
2. Post recordings on Blogs, Vlogs, social media sites, and other applicable Websites
3. Post Webcasts and Conference Calls onto media devices such as iPods, MP3 Players, cell phones and CD's
4. Create an agreed upon number of promotional videos such as informational financial investment videos, educational videos, and how-to videos
5. Perform any other duties as assigned by manager