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# Position Description

# Tech Ranch Austin is the place where tech entrepreneurs come together to fill in the missing pieces and leverage the social capital of the community. Joining the Tech Ranch Community means having access to classes, workshops, mentorship programs, networking events, working and co-working space and especially the shared wisdom of the experienced entrepreneurs.

# Position: Producer / Intern

**Location:**  Austin, TX

**Reports to:** Tech Ranch CEO

**Time Commitment:** 5-10 hours/week (office + remote work). (Minimum Commitment)

**Compensation:** Un-paid/Volunteer Position

**Responsibilities**

**Position Summary**

Tech Ranch Austin seeks an outstanding candidate for a Producer intern in the fast paced world of venture start ups. Intern candidates must be driven, self-motivated, and detail-oriented. The individual in this position will be given significant administrative and office management responsibility within the organization. This intern position is ideal for those with a “can do” attitude, strong administrative skills and an unwavering drive to play a vital role in day-to-day business activities.

**The Primary Responsibilities of the Producer / Intern include:**

*Campfires*

* Refine and improve upon existing Tech Ranch Campfire formats to increase and retain attendees.
* Integrate social media and digital media (it: videoconferencing) into Campfires to facilitate a digital networking space.
* Expand Campfire/Digital outreach to Central Texas, Chile, and other South American countries

*TechRanch.TV*

* Collaborate and execute on vision for TechRanch.TV.

*Speaking Engagements*

* Assist founder Kevin Koym in securing speaking engagements.

**Qualifications:**

**There are ideally a number of skills and abilities this individual must possess in order to succeed in this role:**

* Detail-oriented with strong organizational skills.
* Team Player
* Customer service focus
* Excellent written and verbal communication skills.
* Easily adapts to changing priorities.
* Ability to work independently, and to effectively manage multiple tasks and needs.
* Experienced with general software applications (word, excel, and PowerPoint) and digital video production.
* Work Environment (Environment and conditions commonly associated with the performance of the functions of the job): The position will require occasional local travel off premises to work related meetings and events, as well as, being able to be flexible and comfortable in a variety of office and event environments. On occasion, may be asked to work late evenings and weekends.

**Education/Training:**

* College degree or experience preferred.
* High school diploma required.
* Must be at least 18 years of age.