**Teaching Kitchen Media Assistant - Internship**

**Department of Student Health and Wellness, Office of Health Promotion**

**Position Description:**

The Teaching Kitchen (TK) at Student Health and Wellness (SHW), brand new in 2021, is the home of Hoo’s Cooking nutrition education and culinary skills classes. The mission of the TK is to help students build skills and knowledge in food preparation, budgeting, and nutrition that support health, honor culture, promote sustainability and equity, build community, and foster joy and confidence in cooking.

TK programming includes hands-on cooking classes led by students, dietetic interns, registered dietitians, and/or professional chefs. Regularly scheduled classes are offered via open sign-up. Classes may also be arranged for student organizations, teams, or academic classes. Additionally, virtual cooking demos are filmed and posted online.

The Teaching Kitchen Media Assistant (TKMA) Internship provides experience in video production and media skills. The TKMA will work with the Senior Nutrition Educator, the Assistant Director of Marketing for SHW, and TK student staff. The TK is equipped with built in cameras and video software.

**Specific Responsibilities:**

* Film live cooking classes and demos
* Edit demo videos
* Write descriptions and marketing content to increase TK visibility across Grounds and increase attendance of TK programming attendance
* Strategize on and outreach to student organizations across Grounds with the goal of collaborating and ensuring TK is accessible to and inclusive of all students
* Create social media posts related to the TK

**Qualifications:**

* Excellent communication skills – reading, writing, interacting with professional and student staff
* Familiarity with video production and editing
* Basic graphic design skills (Canva, Adobe Suite preferred)

**Skills to be developed/acquired:**

* Developing media products that support the organization’s mission
* Utilizing creativity to contribute to a new initiative
* Offering student perspective

## Expectations & Outcomes:

In addition to the specific responsibilities outlined above, the Teaching Kitchen Media Assistant will be expected to:

* Maintain a schedule of 5 hours per week during the semester
* Meet regularly with supervisor
* Work some evenings and occasional weekends
* Demonstrate strong organizational, communication, facilitation, and time management skills
* Demonstrate professional standards and ethics
* Be flexible, open-minded, proactive, and maintain a positive attitude
* Practice in alignment with SHW Guiding Principles for Nutrition Services: 1) Positive, Inclusive, and Empowering, and 2) Health At Every Size
* Complete a Mid-Term Progress Report, Final Paper, and Evaluation as [assigned by the Department of Media Studies](https://mediastudies.as.virginia.edu/internships)

**Compensation:**

This internship fulfills requirements for 1 credit in MDST 3800 for 1 semester, with the option of renewal for subsequent semester(s). This internship is unpaid.

**Supervisor Contact Information:**

Melanie Brede, RD

Senior Nutrition Educator

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