

Bottom-Line Performance, Inc. (BLP) is a collaborative, team-based learning design company located in the Indianapolis area. The solutions we develop depend on what our clients need. To learn more about our clients and the type of projects we do visit our web site at [www.bottomlineperformance.com](http://www.bottomlineperformance.com). We are a **semi-virtual company** featuring home-based working arrangements that require a motivated self-starter who is able to work well independently.

We can arrange internship as a semester-long experience or a shorter one, depending on the number of credit hours being sought and the timeframe in which application is submitted. We will arrange as either a 3-credit or 6-credit internship.

### Multimedia Intern

**Position Type:** Negotiable – 30-40 hours/week

**Pay:** \$10-\$12/hour, depending on experience.

BLP seeks an intern who is focused on multi-media design and development to support our multimedia team. The intern will have the opportunity to build skills in development of course content including still graphics, Flash animations, and audio. Depending on skill levels, the intern will get to assist in programming for interactive features, including course navigation, learning activities, and assessment tools. The intern will interact with our instructional designers and project managers to help create web-based and CD-based courseware or to work in our emerging technologies arena. This includes Web 2.0 initiatives that BLP has underway, including the production of podcasts and the development of serious games and virtual learning environments.

### Qualifications:

- Junior or senior status in college.
- Skills in Flash, Actionscript, CSS, JavaScript, HTML, XML.
- Familiarity with Adobe products including PhotoShop and Captivate.
- Excellent verbal and written communication skills.
- Ability to meet deadlines.
- Ability to work as a member of a team, sharing creative ideas, anticipating challenges and asking questions.
- Ability to work independently in a virtual environment; to move forward with limited information, self-start, and show flexibility.
- Ability to manage multiple priorities.
- Experience in video production and / or audio production, including the use of production and post-production software tools such as Adobe Premiere, Sony Sound Forge, etc. is a plus (but not required to apply)
- Minimum GPA of 3.2.



**How to apply:** Email your resume to [info@bottomlineperformance.com](mailto:info@bottomlineperformance.com). Candidates will be required to submit work samples and complete a programming assessment after the first interview.

## Learning Services Intern

This internship is for marketing majors, Communications majors, English majors, or other related focuses. It will give you excellent opportunities to build your technical skills in communication as well as your professional skills since you will get to interact with our clients as well as a variety of our staff members. In addition, we are committed to ensuring you complete at least one “resume-worthy” project while you are with us. As you help create e-learning courses, websites, videos, instructor-led courses, etc some of your duties as an intern will include:

- Assisting on a video shoot
- Proofing large design documents, course materials, or marketing pieces
- Providing pre-production assistance with audio/video shoots (create scripts, prepare a props list and shoot schedule, coordinate image library)
- Writing stories and scenarios focused on “real life” learner experiences
- Researching a topic for source content, examples, and tips to incorporate into training
- Testing online courses for content accuracy, functionality and navigation
- Observing and documenting focus group interviews and subject matter expert interviews
- Participating in client meetings

### Qualifications:

- **Strong** research and analytic skills. You should be able to research an assigned topic, interview “subject matter experts,” and document findings in an organized, logical format.
- **Strong** writing skills. You need to write clearly, concisely, and creatively. You will be required to submit writing samples and complete a written assessment as part of the interview.
- **Excellent** verbal communication skills with the ability to proactively ask questions and communicate status or problems as well as the ability to share ideas and communicate information in person, via email, Instant Messaging, or phone.
- **Confidence and a proactive personality.** You need to be able to move forward with limited information, self-start, be flexible, and use analytic ability.
- A **Journalism, Communications, Marketing, or English major** (preferred); other majors will be considered if you can provide strong writing samples and references that can show your communication abilities.
- **Proficiency in Microsoft Office products** such as Outlook, Word, Power Point, and Excel.



- **Ability to work in a virtual team environment;** to collaborate with and support team members to reach common goals and meet customer deadlines. While you may work in our office – most of your teammates may be virtual.
- **Experience using technology** to complete research, writing, and communication tasks. If you've used Photoshop, Flash, or other multimedia tools that's a plus, but not required.
- Interest in education/learning as a field (e.g. you like the idea of helping others learn and using technology to do it)
- Minimum GPA 3.3

**How to apply:** Email your resume to [info@bottomlineperformance.com](mailto:info@bottomlineperformance.com). Be prepared to supply writing samples prior to being interviewed for an internship.