Photography & Videography Intern
Position Description

Overview
The Photography & Videography Intern will work with the Media Team to produce captivating content highlighting the Office’s diverse initiatives. This intern will work closely with the Media Manager and fellow Social Media, Web Design, Podcast, and Outreach and Community Partnerships Interns. This is a great opportunity for hands-on media experience with creative problem solving.

Duties
The duties outlined below may be amended as needed. The Photography & Videography Intern will:

• Be responsible for covering event photography and/or videography
• Edit photography and video content for use on social media and Office websites
• Contribute visual and written content for the Office’s digital publication, Synergies, and social media platforms

The ideal candidate will have working knowledge of DSLR cameras, as well as photo and video editing software.

In addition to the specific duties mentioned above, the Photography & Videography Intern will be required to complete the following* as part of the core Office of Sustainability Internship Program:

• Attend weekly meetings and mandatory Office events and trainings, including Orientation
• Maintain a project journal
• Set Internship goals, produce a project timeline, and complete an Internship Checklist to monitor progress
• Meet with Staff Advisor on a semimonthly basis (2x/month)
• Submit weekly updates to Staff Advisor
• Complete one self-assessment
• Respond to the Internship Program Exit Survey

*Note: The time spent completing the above counts toward the Program’s hour requirements.

This position requires a minimum commitment of 1 semester and 15 hours per week during the academic year. Contract extensions are contingent upon performance evaluations and student interest. They will report to the Media Manager and the Intern & Student Coordinator.