

## **PROGRAMS INTERN JOB DESCRIPTION**

**Virginia Historical Society**

**Programs Division: Web and Digital Resources**

**Title:** Video Production Assistant

**Reports to:** Manager of Web and Digital Resources

**Hours per week:** 8-10 hours per week (non-credit internship), paid, \$10.00 per hour, maximum 150 hours per semester

**Education and Experience:** 3.0 GPA

Graduate student in a degree program for Film or other related programs.

**Start dates:** June 8

**Summary:** The Video Production Assistant Intern assists with the preparation and production of video content for online distribution. and other video-related projects as assigned.

### **Duties and Responsibilities:**

- Produce promotional videos for upcoming exhibitions to post on website and social media
- Produce videos of curators and staff discussing objects in the collections to post on website and social media
- Produce educational videos to post on website and social media
- This internship offers opportunities to do script editing, creative project planning, shooting video of events

### **Knowledge and Skills:**

- Knowledge of film production including script editing, project planning, filming, editing, and lighting
- Familiarity with Nikon DSLR and Final Cut editing software or able to provide own camera and editing equipment
- Well-organized, methodical, able to work independently and cooperatively with others
- Ability to organize and prioritize duties

### **Application Requirements:**

- Complete online application
- Send resume and cover letter
- On-site interview
- **Application Deadline:** May 31, 2017 for Summer 2017

For additional information, please contact Greg Hansard, Manager of Web and Digital Resources, at [ghansard@vahistorical.org](mailto:ghansard@vahistorical.org).