

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: August 28 (Orientation)

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:** August 18, 2017 for Fall 2017

For additional information, please contact Greg Hansard, Manager of Web and Digital Resources, at ghansard@vahistorical.org.