

# MULTIMEDIA INTERN



**Department:** Media & Communications

**Job Status:** Part-time

**Reports to:** Director of Communications

Are you looking for an internship that makes a difference? Volunteers of America Texas is currently accepting applications for a multimedia intern. The ideal candidate will be a college junior or senior who's major is directly related to communications, journalism and/or video production.

Your project this term will be to assist with the production of virtual tours for more than a dozen VOA Texas programs throughout the state of Texas. You are not required to travel, however, the content will be provided for you to be edited and uploaded to our social media platforms and website.

Other duties include preparing media for North Texas Giving Day, and social media response between projects.

## Essential Functions

The Videographer/Photographer/Editor performs a wide range of duties, including the following:

- Operate, maintain, and set-up all photography, video, audio and lighting equipment;
- Possesses a strong work ethic and willingness to take initiative and be proactive;
- Comfortable working with different personalities, and people from a variety of backgrounds
- Interview individuals and attend meetings to obtain items for publication;
- Collaborate with internal departments on projects and assignments;
- Craft stories that are consistent with VOA Texas' photography, mission, and communication goals;
- Pack, and transport video camera, tripods, lighting, microphones, and other associated equipment to all sites and other necessary locations;
- Take still photographs for organization events both internal and external (outreach) events;
- Capture photos of clients to promote hope and healing
- Manage media by importing and backing up all media files;
- Editing and creating videos by using nonlinear editing software;
- Export, compress, and upload videos and photographs to unlisted and public internet sites;

## Qualifications

- High school diploma - College junior or senior
- Adobe Creative Suite (Premiere, Photoshop, Illustrator, and InDesign); and/or iMovie
- Proficient using a PC and MAC based computer;
- Proficient using DSLR, video, audio and lighting equipment;
- Ability to work in a creative, fast-paced environment;
- Excellent communication and organizational skills with innate attention to detail;
- Ability to work independently on projects and also collaborate as a strong team member.

## Competencies

- **Build Relationships:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- **Communicate Effectively:** Communicate in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Support Diversity:** Treat all people with respect; value diverse perspectives; treat others fairly without regard to disability, race, sex, color, religion, or sexual orientation; recognize differences as opportunities to learn and gain by working together.
- **Demonstrate Professionalism:** Complete work in a timely, consistent manner; work hours necessary to complete assigned work; is regularly present and punctual; arrive prepared for work; devote energy to do the best job possible; keep commitments.

# MULTIMEDIA INTERN



---

## **Working Conditions**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. Ability to work from home may be arranged. Travel opportunities throughout the state (Texas) for isolated projects are available, but are not mandatory.

**PLEASE SEND A RESUME AND COVER LETTER TO ERICKA ENGLISH, [EENGLISH@VOATX.ORG](mailto:EENGLISH@VOATX.ORG) BY FRIDAY, APRIL 30<sup>TH</sup>. NO PHONE CALLS PLEASE.**