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2021 Video & Digital Media Internship

The Video & Digital Media Intern works independently and collaboratively with supervisors, fellow interns and internal departments to organize Lakeside Chautauqua's growing video database as well as provides support to the Digital Media Coordinator. This internship requires a working knowledge of Adobe Creative Suite, video shooting and editing, and DSLR camera and video components, and social media video applications.

The intern is responsible for interviewing community members, writing scripts, shooting and editing video content daily. This individual should have experience editing in a range of content formats, shooting on location outdoors and indoors, making creative decisions, script writing and demonstrating aesthetic and technical skills. The ideal candidate can take direction and make creative and technique decisions; maintains the ability to work in a focused and independent environment; takes direction and critiques with grace; is highly organized, personable and self-motivated; capable of meeting strict deadlines; and possesses excellent communication, time management and leadership skills. The intern's work may be featured on the website, social media, blog and other digital platforms. Aerial video and drone experience is a plus.

Please note: This internship runs from May 11-August 21 (or later preferred). This internship also requires flexibility, as the intern is expected to work days, some evenings and weekends, and all summer holidays, including Memorial Day weekend and Fourth of July.

ESSENTIAL DUTIES & RESPONSIBILITIES (PLUS OTHER DUTIES AS ASSIGNED):

- Interview guests, staff, donors and community members
- Write scripts
- Film, edit and post promotional or testimonial videos via social media channels and website
- Download, edit and organize all video files on Dropbox
- Work closely with the Digital Communications Coordinator to upload videos across all marketing channels (social media, YouTube, e-newsletters, digital ads, etc.)
- Assist in Facebook live videos, Instagram stories and reels and Tic Tok videos
- Manage YouTube account
- Work with Programming Department to film events
- Create short motion graphics and animations
- Establish a video project to work on throughout the summer
- Assist Photography Intern in photographing special events, working some nights, weekends and all summer holidays
- Distribute the *Lakesider* newspaper on Fridays
- Edit and update the policy and procedures manual for the internship position

ADDITIONAL OPPORTUNITIES:

- Create infographics, photo collages, banner pictures and slideshows for use on the website, social media and blog
- Layout postcards, invitations, flyers, posters and other print communications for special events
- Assist with community events as needed, including set up, execution and tear down

HOW TO APPLY: Applicants must submit a cover letter, resume and minimum of 3 professional references (name, title and phone number) and 3 video samples that show the range of your abilities (promotional, interview, motion graphics, animations, etc.). Only electronic submissions will be accepted, including follow-up. Send materials to internships@lakesideohio.com. In the subject line, indicate the internship position that interests you. If you qualify for more than 1 position, please indicate in your cover letter and subject line; limit of 2. Recruitment begins in December, and applications are accepted until positions are filled. Priority consideration will be given to early applications.