



Florida Baptist Children's Homes/One More Child is an equal opportunity employer

JOB DESCRIPTION: VIDEO PRODUCTION INTERN

Department:	Communications
Reports To:	Communications Strategist
Recruited By:	Director of Communications/Communications Strategist
Approved By:	VP of Communications
Organizational Unit:	Headquarters
Classification:	Intern

JOB SUMMARY

The Video Production Intern makes an impact on children and families in need around the world by contributing to our storytelling, marketing, fundraising and more by being a primary assistant to our staff videographer and ensuring technical and production excellence for video projects. This intern will receive valuable professional experience and can greatly enhance their career portfolio. **This internship is for WINTER/SPRING 2022 – starting in January 2022.**

ESSENTIAL DUTIES AND FUNCTIONS

- Assist the Communications team in capturing and editing content that portrays the work and stories of hope taking place through One More Child
- Aid in transporting equipment to and from shooting locations
- Responsible for setting up lighting, tripods, camera equipment and testing equipment on set prior to shoot
- Operate and maintain proper levels and calibration of cameras, recorders and other production equipment
- Ensure equipment is charged and properly stored before and after every shoot
- Work closely with staff to execute concepts from creative brainstorming through to completion
- Creative planning and producing TikToks/ Reels- specifically user generated concept
- Assist in the safe transfer and importing of video/photo content and organization on server and shared drives for convenient access
- Assist with interviews and connects with people to find stories that can be shared on various platforms and in multiple mediums
- Analyze successes and opportunities for growth in video production and dissemination of video through social media and email marketing
- Performs other duties as assigned

MINIMUM QUALIFICATIONS

- The minimum time commitment is at least 8 weeks of at least 12 hours each week; we work to adjust a student's schedule to their educational requirements

- This is an in-office position that requires being on-location at least two days per week
- Completed two years of college/university undergraduate work in videography, photography, cinematography or a related field OR two years of related work experience
- Excellent ability to take concepts and assignments and bring to completion in a creative, timely manner
- Proficient using Adobe Premiere and/or After Effects or similar software

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

- Microsoft Word
- Experience using Adobe Creative Suite products such as Photoshop, Illustrator, InDesign, Premiere, etc.
- Knowledge of and experience in using multiple social media platforms to include Facebook, Twitter, Instagram and Pinterest
- Professional written and verbal communications skills
- Works well in a team setting and has the ability to collaborate on projects
- Thinks creatively and is highly motivated and organized
- Displays integrity as well as mature judgment aligned with the organization's core beliefs and values
- Displays a positive attitude about and passion for the organization's mission of providing Christ-centered services to children and families in need
- Has knowledge of public relations best practices
- Able to work well independently and lead meetings when required
- Displays a positive and energetic attitude in the workplace
- Must be detail oriented, highly organized and able to handle a variety of tasks and responsibilities in an efficient manner with a high level of quality
- Presents him or herself outside the organization in a manner in keeping with the organization's core values and guiding principles
- Ability to maintain confidential employee and organization information
- Ability to understand and follow oral and written instructions, meet deadlines and work independently
- Ability to solve daily problems by analyzing situations, determining next step and implementing.
- Ability to comprehend and process information rapidly and accurately
- Skills in effectively organizing work, files, records, etc., to maintain efficient work flow

EXPERIENCE AND BENEFITS FOR THE INTERN

- Will work one-on-one with a video professional on a regular basis
- Will build a dynamic portfolio of work that will increase ability to gain future employment
- Opportunity to work in a fast-paced, team-oriented environment that provides real-world experience related to non-profits and PR, communications and related fields

- Opportunity to build on current content creation skills and gain new ones, working with PR and marketing veterans with a bevy of professional experiences
- Opportunity to gain practical experience that will help you understand the similarities and differences associated with producing content for various audiences on various platforms
- Opportunity to do work and produce content that helps our organization help more children and families in need
- Opportunity to lead a project that will require working with various departments to achieve a desired outcome that is beneficial to the communications department and the organization
- Opportunity to participate in networking opportunities and team meetings
- Fun, team-oriented work environment

SPIRITUAL QUALIFICATIONS

- Must have had a personal conversion experience with Jesus Christ and been scripturally baptized.
- Must have a sense of commitment to ministry through vocation.
- Possess a sincere desire to seek God and His kingdom.
- Demonstrate personal and devotional habits and practices such as Bible study, prayer and daily meditation.
- Accept the Baptist Faith and Message Statement (2000). Be familiar with the general theological beliefs of Southern Baptists.
- Be a member of a New Testament, evangelical Church in the local community and attend regularly.
- Engage in witness activities as a normal part of life.

PHYSICAL DEMANDS

These physical requirements are not exhaustive and FBCH may add additional job-related physical demands to these if the need arises. Corrective devices may be used to meet these physical requirements.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel. The employee is occasionally required to walk and reach with hands and arms. Specific vision abilities required by this job include close vision.

This job requires the ability to work in stressful conditions from time to time and remain focused for extended periods of time. The ability to lift up to 30 pounds (boxes, documents, and equipment).

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job functions are performed in a normal office environment.



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I understand this job description is not intended to be an "all-inclusive" list of the requirements of this internship but to describe the general nature of the position and a reasonable representation of its activities. I also understand that additional related responsibilities may be identified by the company and incorporated throughout the course of the internship.

Print Name: _____ Signed: _____

Dated: _____