



City of Westfield | Communications Department

Video Intern | Summer 2018

FLSA Status: Non-Exempt

General Definition of Internship

The Video Intern, assisting the Communications team, will be responsible for video narrative, creation and production, as well as any other related tasks as apparent or assigned. Internship is performed under the supervision of the Communications Director. This internship is full time with a desired start date of Monday, May 21 through Friday, August 10. Dates and hours are flexible. This internship is unpaid.

Qualification Requirements

To perform this internship successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Ability to assist in formulation of engaging narrative for creative marketing videos (internal and external)
- Ability to shoot, create and edit content for marketing videos, including syncing music and audio
- Ensures the look and feel of the video are consistent with the branding guidelines
- Ability to operate production equipment, including video camera, drone, GoPro, DSLR camera and audio
- Assist with video staging and set preparation
- Film short videos for our website and social media channels, including YouTube, Facebook, Twitter and Instagram
- Organize digital assets to ensure the best video and photos are accessible to the team

Knowledge, Skills and Abilities

Students applying for this internship must have strong video production and editing skills, and should be majoring in Film Production, Media Arts, Design or Communications. Applicants must have strong knowledge in Adobe Premiere Pro and ability to work on a PC. Experience with Adobe After Effects and Adobe Photoshop is a plus. Strong knowledge of social media platforms is preferred. Applicants should have excellent written, verbal and interpersonal communication skills. This intern should be comfortable working in a fast-paced, collaborative environment and have the ability to work independently.



Education and Experience

Working towards a bachelor's degree in Film Production, Media Arts, Design or Communications.

Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force; heavy lifting requirement up to 75 pounds; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work requires close vision, ability to adjust focus, depth perception and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; operating machines and observing general surroundings and activities; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Valid driver's license in the State of Indiana