

## Videographer and Project Manager Internships (Unpaid)

The Videographer and Project Manager Internships at BIIN offer rewarding experience to anyone interested in the process of creating coherent narratives from the stories of individuals and groups. Upon completion, interns will have gained experience in planning, recording and producing compelling stories via video and will have several pieces to add to a professional portfolio.

### **Duties and Responsibilities**

The Videographer Intern will shoot and produce three short videos (ranging from one to four minutes), designed to highlight BIIN's impact on the immigrant community by telling the stories of individual participants in programs such as the citizenship and English classes. The Project Manager Intern will work closely with the Videographer Intern, to help plan the focus of the videos, coordinate communication with clients and volunteers, conduct pre-interviews, collect releases, set up and facilitate communication during filming, and help manage the workflow. Both interns will meet regularly with a BIIN staff member, to ensure coordination and share in the process of adapting interviews and video production to an online environment.

### **Videographer Intern - Activities may include:**

- Explain process of film production to team. Anticipate technical needs (equipment, software, etc.) and seek free/low-cost solutions.
- Plan process for archiving and storing digital files. Help set up workflow for team.
- Help create guidelines for lighting, ambient sound, background, etc. (for interviewees).
- Review pre-interviews and help identify interview subjects.
- Conceptualize storyboards.
- Help develop interview questions.
- Develop lists of desired video shots, still photos and other visuals.
- Help locate, copy, label, store any still images (photos, maps, other visuals).
- Lead recording sessions (interviews, b-roll, voiceovers, etc.), monitoring audio and video quality.
- Save, label and store back-up copies of all recordings.
- Revisit storyboards, write narration and revise sequences as needed.
- Edit video and audio recordings to produce short videos.
- Create captions, credits, other segments as needed.

### **Project Manager Intern - Activities may include:**

- Communicate with program leaders to identify potential interview subjects.

- Develop pre-interview protocol, release forms, etc. and take the lead on all communications with potential interviewees (students and volunteers).
- Help test recording conditions and develop team workflow.
- Translate guidelines for lighting, ambient sound, background, etc. (for interviewees).
- Schedule and conduct pre-interviews.
- Collect and archive signed releases.
- Help identify interview subjects and focus of each video, using storyboards.
- Help develop lists of desired video shots, still photos and other visuals.
- Develop (and translate, as needed) interview questions.
- Schedule and coordinate recording sessions (interviews, b-roll, voiceovers, etc.).
- Conduct recorded interviews and facilitate video and audio recordings.
- Revisit storyboards, help write narration and revise sequences as needed.
- Help with translation of interview segments, captions, other materials as needed.

### **Qualifications:**

- Enthusiasm for BIIN's mission and genuine respect for the people the organization serves.
- Must own a personal laptop computer and have a reliable internet connection.
- Ability to commit to the entire internship period. Flexibility to work evenings and weekends when needed.
- Strong interpersonal skills: this project requires a willingness to collaborate with others, to communicate constructively, and to take responsibility for one's own tasks.
- The Videographer intern must have a strong visual eye, be familiar with the process and tools of video production, and be willing to share this knowledge with the team.
- The Project Manager intern must be bilingual (English/Spanish), skilled at developing rapport with new acquaintances, and comfortable in reaching out to individuals and organizations, via email and phone.
- Both interns should have a sense for how to tell compelling stories, strong online communication skills, and be willing to learn new techniques and procedures as needed.

### **Preferred skills but not required:**

- Proficiency with Google Docs, Google Drive, Google Slides, Canva.
- Social media presence or skills.
- Familiarity with marketing techniques for non-profits.

**Start Date:** BIIN interns usually begin the second week of the semester, but depending on the needs of the project, some prior communication may be required.

**Time Commitment:** It is our hope that our interns experience as much of BIIN as they can, and truly become a part of our team. Therefore, we have created a program centered on a minimum of 100 hours allocated over the course of 12 weeks. However, BIIN allows interns to work additional weeks and hours if their project requires it or if they choose to be more involved.

**Compensation:** Though unpaid, the internship provides the opportunity to hone video production and project management skills while making a tangible contribution in addressing the needs of the local immigrant community.

**Work Environment:** The intern will work as part of a collaborative team. We view our interns foremost as learners who offer a valuable fresh perspective. We treat each intern as a professional team member and part of the BIIN family. Our staff is committed to the program, offering guidance and appreciation for each intern's contribution.

**Academic credit:** BIIN has had interns work for three credit hours from the Sociology, Political Science, Hispanic Studies, and Philosophy departments' internship classes. BIIN is happy to work with interns to meet the requirements of their department's internship program.