



## Internship Position Description Photography and Videography

Total hours: 10 hours/week

Rate of pay: TBD (either hourly or scholarship)

Direct supervisor: Chris Richards, manager of photography and videography

Internship director: Jaynelle Ramon, senior manager of digital content and strategy

### Position Description:

The University of Arizona Alumni Association Communications department produces a print magazine three times a year, e-communications, social media posts, short videos, photo slideshows and a website. The student intern will assist the director of photography and videography in the creation, organization and distribution of multimedia to all channels of communication. Below is a list of different jobs the student intern will undertake:

**Photo Shoots:** Student will assist the director of photography on photo shoots. These shoots will include both event and portrait sessions. While assisting, student will help with lighting and equipment setup. Student will also shoot assignments on their own. This may include events and editorial portrait session. Student will always conduct themselves in a professional manner.

**Photo Editing:** Student will do initial photo editing and exporting from Adobe Lightroom. Student will further enhance and retouch photos using Adobe Photoshop. Student will prepare images for use in different media formats including, video, web, email and print.

**Videography:** Student will assist the director of photography on video shoots. These shoots will include both event and portrait sessions. While assisting, student will help with lighting, audio and other equipment setup. Student will also shoot assignments on their own. This may include events and video interview sessions.

**Video Editing:** Student will use Adobe Premiere Pro, After Effects, and Speedgrade to edit videos. Student will organize and sort raw videos and edit the videos to create short movies for use online, in social media and the iPad app.

**Audio engineering:** Student will record audio interviews and other sounds and use Adobe Sound Booth for manipulation, mixing and reproduction of sound used in a variety of mediums including, but not limited to promotional videos, podcasts and iPad apps.

**Database Cataloguing:** Student aids in the maintenance, keywording and organization of an expansive archive of images.

### Other duties:

- The Alumni Association is a very collaborative organization so there may be times that work on other programs is needed as well.

- The intern will be required to attend regular internship meetings. The intern will also be required to present an overview and results of their work during the semester at a designated intern/staff meeting.
- The intern will meet with the president and executive director of the Alumni Association periodically to discuss their experience.

**Required Qualifications:**

- Experience using DSLRs
- In-depth knowledge of camera operations for both still photos and video
- In-depth knowledge of Adobe Photoshop and Adobe Lightroom
- Beginner knowledge of Adobe Premiere
- Beginner knowledge of lighting and composition
- Minimum GPA of 3.0
- Flexible schedule (outside of class and/or work commitments)

**Preferred Qualifications:**

- Problem-solving skills
- Ability to work independently
- In depth knowledge of Adobe Premiere
- Basic knowledge of Adobe After Effects
- Knowledgeable of on-campus events and UA history, traditions and sports
- Experience with Windows-based computers

**Please submit resume and examples of work online at [arizonaalumni.com/internship](http://arizonaalumni.com/internship)**