



Intern Job Description: Videography

Purpose:

To further the mission of Habitat for Humanity Saint Louis (HFHSL) by assisting with HFHSL's videography needs.

Duties and Responsibilities:

- A. Document the build site progress through videos on a regular basis. Selected topics for videos would be developed by the HFHSL construction staff in partnership with the Construction Resource Volunteers
- B. Work with a professional media person (one of our key volunteers) to plan, capture, edit, and produce some informational videos of various operations within HFHSL
- C. Upload video files to our server and organize these files. Attach selected video files from the construction site to appropriate areas of the Construction Manual, under the direction of the Marketing/Communication Associate

General Requirements:

The candidate must:

- Possess the ability to work well in an extremely fast paced, ever changing environment;
- Be well organized, and have strong critical thinking skills;
- Have exceptional oral and written communication skills;
- Possess superior interpersonal skills, with the ability to work well with a diverse group of individuals
- Have the ability to work a flexible schedule, including Saturdays and some evenings;
- Be computer literate, possessing general Internet navigation abilities;
- Have regular and consistent computer access, including the ability to work online;
- Have access to videography equipment for filming short clips;
- Have reliable transportation;
- Currently be working towards a degree at a university, college, or trade school, in a related field;
- Have at least a sophomore class standing/ranking, with a minimum 3.0GPA/4.0 scale.
- This internship is open to all majors.

Physical Requirements:

Ability to stand, and/or work on a computer, for long periods, and walk up and down stairs multiple times throughout the day. Ability to work in sometimes extreme weather conditions, particularly heat/sun and cold temperatures, and lift at least 25 pounds, when on the construction site.

Work Schedule/Time Commitment:

Flexible, approximately 12-15 hrs/week, with exact days and times to be determined according to your school schedule. However, regular Saturday visits to the construction site are required. Some job duties (including uploading and organizing of video files) may be done from home, but regular visits to HFHSL's office to meet with the Construction Resource Volunteer will be required.

Stipend: This internship is not stipend; however, there is the potential for academic credit.

Responsible to: Construction Resource Volunteer and/or selected members of the Leading Edge Committee and the Volunteer Services Manager

To apply for this internship, please send a cover letter and resume to internships@habitatstl.org.

Email submissions only! Please NO phone calls!