



## Video Production Intern

The video production intern will work with the Marketing Director and the Digital Media Coordinator to assist with marketing and design efforts, specifically:

- Creating short promotional videos
- Creating video content for social media
- Taking photos and/or short videos at events
- Managing video and photography digital file archives
- Various video production projects as assigned
- Attending relevant meetings

In addition to these duties, the Video Production Intern will have an opportunity to work with other staff members relating to programming, education and development. The Video Production intern will gain a good understanding of how non-profits work.

Other tasks might include working at various events (when available), coordinating mass mailings, assisting with distribution of flyers and brochures to promote events, and general office assistance (answering phones, making copies, etc.).

### Qualifications

- Intern must be able to work independently and with others.
- Excellent communication skills, both oral and written, are essential.
- Ability to see a project from the beginning to end and to meet deadlines is critical
- Well organized with a specific understanding of how to manage digital files
- Demonstrated knowledge of video equipment and editing software
- Must have good understanding of what makes a compelling video story, photograph, print piece and digital asset

Please submit a resume and portfolio for review and be prepared to discuss up to 3 video projects that you've completed independently. Consider how your video made an impact on the end-user and how you used video to communicate an intended message.

The Living Arts & Science Center (LASC) is a not-for-profit organization providing creative and unique opportunities in the arts and sciences for children and adults. Founded in 1968, the LASC now serves over 40,000 individuals annually through art and science exhibits, classes, workshops and community programs. The LASC provides programs and services in our own facility as well as in schools, social service agencies, community centers, libraries and at community events. Stop in and see why the Living Arts & Science Center is...the place where creativity grows!

To apply, send resume to [HLyons@LASCLEX.org](mailto:HLyons@LASCLEX.org)