

Intern Position Description



VIDEO PRODUCTION INTERN

Mission Connection: CFPA is looking to expand their marketing materials to now include digital video content. We are looking for a college junior, senior, or recent graduate who is self-motivated to assist us in the creation of 3 to 6 minute videos to help market CFPA for both our website and social media presence.

Program and Supervisor: Communications – Director of Marketing and Membership

Location: Work can be done remotely if the intern has access to necessary software and materials; Some work will need to be accomplished at the CFPA Headquarters (16 Meriden Road, Rockfall, CT 06481)

Additional Trainings Required: no additional training from CFPA will be required; applicants must possess necessary skills prior to applying

Background Check: No background check required

Responsibilities/Duties:

- Work with various departments and CFPA employees to plan the project
- Manage all phases of video production
- Maintain communication with supervisor
- Create, organize, and edit footage; Utilize, organize, and edit stock footage supplied by CFPA Staff
- Utilize Corel VideoStudio Pro Editor and other equipment
- Create a 3 to 6 minute video before the end of the semester
- Document the time given in the Time Reporting System

Approximate time given: Approximately 5 to 10 hours a week for one semester

Desired Skills or Experiences:

- Internship available to a junior, senior, or recent graduate majoring in an appropriate field
- Experience with creating digital video production, filming, and editing
- Excellent communication and organizational skills requested
- The ability to work within a team while also maintaining self-motivation is key
- Some travel will be required
- Interest in conservation and non-profit management a plus but not required

Benefits:

- The opportunity to meet like-minded people while giving back to an organization you support
- Potential for course credit where applicable
- Build your experience and resume working with the oldest conservation non-profit organization in CT
- Receive the volunteer newsletters
- Receive a FREE CFPA Volunteer T-Shirt
- Inclusion in volunteer recognition such as volunteer spotlight pieces and invitation to Annual Volunteer Dinner.