

# Videographer Internship

## 2021 Job Description

- Are you creative, friendly and fun?
- Are you passionate about doing work that makes a difference?
- Like offering out-of-the-box ideas that are valued & appreciated?
- Have the initiative & drive to make them happen?
- Want to be part of a startup that's all about connecting women to change the world?

*If you're nodding yes. we're looking at you Sister!*

### **We're in the business of connection.**

We reconnect busy women to inspire the joy they crave & the courage to pursue their purpose. With more joy, more connection, more purpose, and a whole lot more fun! Some of the ways we do this are through hosting Girls Night Out (GNO) events both online and in person, for women to connect consistently with their girlfriends for a fabulous experience, the Sisters On Your Sofa video show/podcast, and more inspiring online content through the blog and social media.

We're looking for a remarkable **Videography Intern** to join us up to 10 hours a week as we grow our Sisters On Your Sofa show and host upcoming girls events and trips. If you're chosen, you'll have the opportunity to build positive relationships with fabulous women from Dallas and around the world, through our community events, both online and off.

### **Logistics**

- \$15/hourly, up to 10 hours a week, paid bi-weekly via direct deposit
- Sisters On Your Sofa Filming days will require on full day per month (9a - 3p) shooting 4 episodes
- Editing of those 4 episodes should take 4-6 hours the following week
- Reports to Admin and Founder
- Remote/home-based position
- Weekly Mon. morning team meeting by phone (can be adjusted per class schedule)
- Daily check-ins via Voxer app and Asana task management system
- Requires student-owned computer and internet connection
- Potential to be hired as an ongoing contractor after completing the internship



## Key Attributes

Our ideal candidate:

- Is a team player with an ownership mindset and only delivers their VERY best work they are proud of, the first time, needing minimal direction/feedback
- Has strong communication skills and a keen (almost OCD) attention to detail
- Is relentlessly optimistic (either by nature or by determination)
- Is tech-savvy and forward-thinking - always thinking of additional ways to serve our community and increase revenue
- Is RIDE OR DIE (all in) even if it's only 10 hours a week. In those 10 hours, this is YOUR company. This is you caring for the people YOU serve.

## Key Responsibilities

- Full video production: video concept/storyboarding for the Sisters On Your Sofa video/podcast show, promo videos, replays, highlight reels, collaboration on set design, input on script writing, onsite directing & filming, & post-production final editing
- Cinematography: proficiency with our equipment (Sony ZV-1 video camera, wired and wireless mics, field monitors, teleprompter, lighting, etc.) Or determination to become self-taught
- Live streaming events
- Uploading and Managing videos on Vimeo and YouTube
- Creating Highlight/Promo Reels on Animoto platform with still shots, video segments, organic sound and music for both HeartStories and our sponsors
- Assists team with all videography needs

## The Bottom Line:

You must be driven and accountable. There won't be much hand-holding and there is a lot of work to do. You must be super comfortable with our dear friend, Google, for anything you aren't proficient in. You'll be working closely with our Founder and be expected to deliver on your commitments. You need to care enough to own part of our story like this community is your own, because we believe it is. We're all in it together!

In return, you'll be encouraged and inspired, both by the work we do and by our founder, Crystal You'll grow personally and professionally and have a great time doing it! We're serious about having fun AND making a difference. You can check out our team manifesto to learn more about our culture. We hire motivated, happy people who work, think and produce from a place of generosity. We want you to do work you love!

If you've read all of this and are doing a little happy dance because you're excited about the possibility of working with us, we'd love for you to apply. Please follow all the directions carefully, as only 100% complete applications will be reviewed. We can't wait to connect!

