



Digital Production Intern

Job Title: Digital Production Intern

Reports to: Operations Specialist

Job Type: Paid- 12.00/hr

Location: Currently Remote. Once Quarantine is lifted, SOAZ State Office- Goodyear, AZ
2455 N. Citrus Rd. Bldg. 64, Goodyear, AZ 85395

Duration: 14 Weeks

Job Description Seeking a highly motivated Film/Video and Design student to come aboard for a summer internship at our office in Goodyear, AZ. You will be an essential part of the Production Team and will be capturing, editing, and producing content for social and digital media platforms. You will have the chance to gain valuable hands-on experience as you work closely with the Production Team on content development, video shooting and editing, graphic design and more. This is an intern position with flexible hours (working up to 15 hours a week) working with the Operations Specialist.

Job Roles:

- Recording and producing our weekly update show: The Kickoff
- Assisting with the editing process
- Creating content as needed for SOAZconnected
- Helping to monitor our social media pages
- Working with our analytics team to schedule out posts

**How Many Students
Do You Expect to
Hire for this
Position:** 1

**Approximate
Salary:** \$12.00 an hour

**Required
Documents:** Please email Cover Letter, Resume to Meghan Mullin
meghan@specialolympicsarizona.org



Specific Job Duties:

- Shoot, edit and otherwise create video content for social media and company website
- Develop video concepts, story boards, etc.
- Support marketing team by assisting in editing and polishing image content for company's website, brochures, flyers, and trade show materials.
- Graphic design for publications and collateral
- Social media updates
- Attend SOAZ events to help with set-up, photography, media relations, etc.
- Assist with designing, purchasing and inventorying SOAZ merchandise

Minimum Qualifications/Skills

- Demonstrates excellence in written and oral communications, multi-tasking, collaborative/team-based work and strategic/creative thinking.
- Adobe Photoshop, Illustrator and Premiere Plus skills required
- Proficiency in Microsoft Office Suite (Word, Excel, Publisher and PowerPoint)
- Current student pursuing an undergraduate/graduate degree in one of following or related fields: Film/Video, Graphic Design, Broadcast Journalism, Media Production, Marketing, Advertising, Communications, Digital Media.
- Web, photography and videography skills
- Ability to work independently required
- Reliable transportation required
- Passion for Special Olympics Arizona

Desired Qualification/Skills:

- Proficient knowledge of production techniques
- Skilled in Adobe Photoshop and Premier Plus
- Web, photography and videography skills
- Familiar with WordPress and editing websites
- Juggle multiple tasks with accuracy and efficiency and work well with all staff.

Training the Intern will receive:

During the onboarding process, the intern will receive SOAZ Volunteer Class A certification, training in Cervis UDemy training course in graphic design – if needed.

Screening:

Must pass Criminal and National Sex Offender Registry background screening. *(Required for all staff)*

Physical Demands Include:

Standing, walking, climbing ladders, squatting, lifting through full range (must be able to lift a min of 25lbs), working in confined spaces, working in extremes of heat, cold and inclement weather as well as working at heights above 6'. Moderate to heavy physical demands, will be required to load and unload trucks, and to lift equipment and other merchandise.

Transportation:

Must have own reliable transportation, a valid AZ driver's license, a good driving history, and fulfill assignments with reliability and punctuality.



Work Schedule

This position’s work schedule will be determined by the demands of the demands of the position, but will be limited to a 40 hour work week including evenings, weekends, and some in-state travel.

NOTE: The following examples are intended only as illustrations of the duties of this position. The absence of specific statements of duties does not exclude these tasks from the position if the work is similar, related to or logical assignments of the position.

MISSION

The mission of Special Olympics Arizona is to provide year-round sports training and athletic competition in a variety of Olympic-type sports for children and adults with cognitive disabilities, giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy and participate in a sharing of gifts, skills and friendship with their families, other Special Olympics athletes and the community.

APPLY HERE: <https://www.surveymonkey.com/r/GXJJZKJ>