

**SCIENCE MUSEUM OF WESTERN VIRGINIA**

**JOB DESCRIPTION**

**Job Title:** Video Marketing Intern

**Department:** Marketing

**Reports to:** Director of Marketing

**Hire Date:** Fall 2022

**Supervises Staff/Volunteers:** None

**Benefits:** No

**Exempt/Non-exempt:** Non-Exempt

**Full time/Part-time:** Part-Time

**Purpose of the job:** The Video Marketing Intern will work with the museum's Marketing and Educational departments to design, create and distribute educational videos that deliver SOLs to local school classes. This position requires someone who can work independently and has expertise in video creation.

**DUTIES & RESPONSIBILITIES**

1. Research and identify appropriate videography equipment;
2. Works closely with the Director of Marketing to develop a consistent brand for any and all content produced;
3. Coordinate with team members from the Education Department to create educational content;
4. Schedule regular recording sessions with an educator;
5. Set up and prepare recording space;
6. Lead recording sessions while adhering to organizational and branding standards;
7. Edit post-production footage;
8. Timely and effectively communicate details of the project with Director of Marketing and Director of Education, and provides status updates as appropriate to all staff;
9. Distributes video content produced to school districts;
10. Assists with, or leads, any other video-based projects;
11. Performs other duties as assigned;

**JOB QUALIFICATIONS**

**EDUCATION:**

- \* Minimum of a High School Diploma;

**EXPERIENCE:**

- \* Knowledge of videography equipment; Experience creating video content; Experience using Adobe Premier, or other video editing software.

**SKILLS:**

- \* Strong organizational, interpersonal and communication skills;
- \* Highly self-motivated, team player;
- \* Innovative and creative thinking, with an entrepreneurial sense of growth and improvement;
- \* Ability to work independently with little instruction;

