



Internship Announcement

*San Joaquin County Registrar of Voters
Video Production and Digital Media Intern*

Department: San Joaquin County Registrar of Voters

Project Focus: 2019-2020 Presidential Primary Election Video Production and Digital Media Documentary

Summary:

The Registrar of Voters (ROV) is seeking an energetic, responsible, creative self-starter to work on a documentary focusing on the 2019-2020 Presidential Primary Election. This project will offer the opportunity to be a part of an internship team comprised of students focused on Video Production and Digital Media. Interns will gain hands-on experience with digital videography during an exciting period in our nation's history. This summer and fall, ROV plans to implement and deploy new technology and enhance our community outreach footprint. This fall through spring, we will conduct the March 3, 2020 Presidential Primary Election.

This individual or project-group will document these activities to create a library of lively informational videos for the public. Interns will be responsible for working with County staff to identify the subject-matter and tone of the videos, research content, plan the use of equipment, lighting, audio, host on-camera introductory and voice-over content, and provide post-production and editing. One component of the Video Production and Digital Media Team will be to assist in the coordination of a social media campaign designed to get out the vote (GOTV) in San Joaquin County.

Intern Responsibilities & Learning Objectives:

- Shadow ROV staff to gain knowledge of the inner workings of conducting an election in order to present accurate and informative content
- Work collaboratively as a positive contributor to the Video Production and Digital Media Team to create a series of videos for the ROV
- Interns will create on-camera scripts for lead-ins and voice-overs, plan and execute in-house and on-location shoots, work with gear set-up (cameras, lighting, audio)
- Determine good audio and picture quality with continuity editing and appropriate video elements
- Deliver monthly video packages for use on the web
- Opportunity to attend a San Joaquin County Board of Supervisors meeting to display final videos prior to or after the election
- Interns will gain experience in project management, communication, and video production

Requirements & Qualifications:

- Enthusiastic about supporting non-partisan voter education and outreach
- Detail oriented with strong visual, graphic, technical, and verbal communication skills
- Must be a creative and passionate individual interested in gaining hands-on experience with video shoots, editing, and formatting videos
- Understanding of social media campaigns and branding is a plus
- Understanding of elections, political science or government is a plus
- Team players who are comfortable working in collaboration with others
- Follow oral and written instructions
- Ability to meet deadlines and timelines
- Never settle for anything less than your best work
- Willingness to learn and grow in a professional environment
- All video footage and collaterals will be the property of San Joaquin County and the interns, jointly and separately

Eligibility:

- A Student currently enrolled at a two to four-year college or university and in good standing with the college or university, OR
- A Student who is not currently enrolled with a post-secondary institution AND who is building experience for a career AND available during the project period.

Schedule & Compensation:

- 10-20 hours per week around intern’s schedule during the academic year; up to 32 hours per week during peak periods when available
- Monthly stipend for internship term upon acceptance of video packages
- **July 8, 2019 through January 3, 2020** Activities may be split into Summer and Fall Semesters/Terms:
 - Voting System Implementation, Acceptance Testing, Training, Warehouse and Office Space Re-configuration
 - Voter Registration and Candidate Filing Workshops (in-house and off-site)
 - Candidate filing to run for office
 - Pre-election preparation and mapping, precinct consolidation process
 - Ballot Construction and Layout, Sample Ballot & Voter Information Pamphlet Production (in-house and off-site)
- **January 13, 2020 through May 3, 2020** Activities Spring Semester/Term:
 - Set-up of voting locations
 - Warehouse activities, including ballot inventory and supplies preparation, supply distribution
 - Voting machine preparation and Logic & Accuracy Testing
 - Election Officer training
 - Phone banks and customer service
 - Voter Registration/Vote-by-Mail and Election Observer Workshops
 - Election Day and Election Night Activities (20-hour day March 3, 2020)
 - Post-Election Official Canvass
 - Certification and Adoption of Results by the Board of Supervisors

Intern Submission Procedures:

- Send Cover letter and resume to Internships@sjgov.org
- The subject line should read: ROV Digital Team Intern
- Include a resume and cover letter
- Optional documents to include are unofficial transcripts and letters of recommendation
- Selection interviews will be conducted by County employees

**All internship related materials sent to San Joaquin County are kept for our records*