

Internship Announcement

*San Joaquin County HR-Staff Development
Video Production and Digital Media Intern*

Department: San Joaquin County HR-Staff Development

Project Focus: Employee Engagement, Diversity & Inclusion Video Production and Digital Media Commercial

Summary:

The San Joaquin County Staff Development Unit is seeking an energetic, responsible, creative self-starter to work on a commercial focusing on employee engagement, diversity & inclusion within the county. 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.

This individual or project-group will document employee engagement events and interview individuals in the areas of employee engagement and diversity & inclusion. 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.

Intern Responsibilities & Learning Objectives:

- Shadow Staff Development staff to gain knowledge of the inner workings of county departments
- Work collaboratively as a positive contributor to the Video Production and Digital Media Team to create a series of videos for Staff Development
- 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 editing continuity and appropriate video elements
- Deliver monthly video packages for use on the web
- Interns will gain experience in project management, communication, and video production

Requirements & Qualifications:

- Enthusiastic about learning what the county has to offer its employees
- 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
- 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 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

Intern Submission Procedures:

- Send Cover letter and resume to Internships@sjc.org
- The subject line should read: Staff Development 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*