

## **INTERN FOR HUMANE EDUCATION DEPARTMENT – Position Description**

### **Position:**

Film Intern (unpaid position)  
PHS/SPCA's Burlingame Center

### **Supervisor:**

Humane Educator

### **Time Commitment:**

\*Flexible\* Approximately 10 hours per week from October 15<sup>th</sup> to December 15<sup>th</sup>

### **Duties & Responsibilities:**

Our Education Department is looking for a tech savvy film intern with skills in shooting and editing and with some pre-established video samples. Your priority will be to shoot a variety of different education programs held here at our shelter and create a short film by the end of the semester. *\*It is a requirement that you have your own film equipment and editing software.* You'll be working directly with the Humane Educator to ensure shoots run smoothly and on schedule as well as during post production. You will be shooting in the shelter on Tuesday afternoons and various other days that work with your schedule and editing on your own time. You're welcome to come into the shelter to edit alongside a staff member if you prefer. Our ideal candidate can manage filming under slightly hectic circumstances, has some experience working around children and can comfortably lift at least 25 pounds.

### **Qualifications:**

- positive attitude
- extremely dependable
- comfort with a variety of live animals
- ability to move chairs, walk up and down stairs, lift up to 25 pounds

### **On set:**

- \* **Managing files and data backup**
- \* **Ability to design and execute a storyboard**
- \* **Have your own gear or dependable access to gear and transportation**
- \* **Light set up**
- \* **Audio capture**
- \* **B cam operation**
- \* **Prep and editing**
- \* **Supporting content development**
- \* **Bonus points for: Photoshop**

In your reply, please include a brief summary about yourself and any relevant experience, a resume, and your portfolio.