



# Lake Burton Civic Association

## Videographer Social Media Summer Intern

The ideal candidate will be dedicated, self-starting, and eager. They will be able to develop and enhance their social media, SEO, and audio/video skills for our membership organization and nonprofit. They will work with the LBCA Board to design, develop, and implement our organization's audio/video content.

### **Part-time Intern Position**

Pay: \$18/hour, 20 hours a week, Mid-May-Mid-August

Job Type: Part-time Internship for Membership Organization and Nonprofit

Pay: \$18/hour, 15-20 hours a week, summer (mid-May-mid-August)

Flexible schedule, some weekend work required. LBCA does not have an office, so the candidate needs to be an independent team player with the self-discipline to work independently.

### **Requirements**

- Undergraduate or recently graduated student in good standing with an accredited university, majoring in videography, photography, or a related field.
- Excellent design, communication, and video-editing skills for confident and engaging communication with internal and external partners.
- Strong understanding of the digital media landscape, including various social media and associated scheduling platforms (such as Meta Business Suite)
- Ability to present programmatic information in a clear, concise, engaging manner
- Strong interpersonal skills
- Strong organization skills, including proven ability to prioritize between multiple projects at once and produce high-quality work with quick turnaround
- Ability to handle highly sensitive materials and relationships with good judgment and discretion
- Ability to work independently, demonstrating a drive to complete work with minimal direction
- Self-starter, detail-oriented, reliable, professional, organized, and a quick learner
- Demonstrated proficiency with the following software: Canva and Google Office

- Equipment Requirements: Computer, camera, and smartphone. Must have a current Driver's License and access to a car. GA Boater's license and access to a boat are a plus.
- Strong writing and communication skills
- Excellent time management and prioritization skills to handle multiple weekly tasks and goals.
- Ability to work independently and problem-solve while participating in a team environment
- Strong knowledge of camera operation, composition, lighting, and sound recording techniques
- Familiarity with photography principles and techniques
- Excellent attention to detail and ability to work under tight deadlines

**Responsibilities:**

- Assist with the design and creation of video campaigns
- Support communications team at live events
- Ensure the LBCA brand message is consistent across channels
- Write copy and design graphics for Facebook and Instagram
- Work in conjunction with the LBCA board and, specifically, the communications team to ensure all messages align with the LBCA brand and purpose
- Collaborate with the communications team to develop concepts and storyboards for video projects
- Conduct interviews and record audio for video projects
- Manage and organize video files and assets
- Ensure video projects are completed on time and meet the required specifications
- Recording and editing video content such as interviews, narration, and music tracks
- Performing post-production tasks such as comping, fade-ins, fade-outs, etc.
- Working with the LBCA Board to create audio/video content
- Posting video and audio content to channels
- Assist with writing scripts/storyboards for videos

Interested candidates should submit a cover letter, three examples of your videos, and a resume to [communications@lbca.net](mailto:communications@lbca.net).