



Visual Communications Intern

NW Documentary seeks a Visual Communications Intern to support the development and updating of digital and print communications for external audiences to expand our marketing outreach. This is an excellent opportunity for a tech-savvy student with a strong eye for design to be involved in the growth and success of a small media arts non-profit. This position reports to the Operations Manager.

Duties Include:

- Event photography and videography
- Organizing and archiving NW Doc media
- Working with Operations Manager on print and digital communications pieces (catalogs, posters, postcards and newsletters)
- Updating website in Wordpress
- Updating educational materials; handbooks, DVD covers, signage
- Building DVDs for youth programs and other screenings
- Creating slideshows and/or editing trailers to showcase NW Documentary's work
- Social Media content creation and engagement (Twitter, Facebook, Flickr, Vimeo, Youtube)
- General administrative tasks as needed

Knowledge, Skills and Abilities:

- Quick learner that is tech savvy and able to problem-solve in self-directed environment
- Exceptional skill in communicating ideas through visual mediums such as graphic design, photography and/or video production
- Knowledge of office and administrative practices and principles
- Demonstrate a strong work ethic and commitment to their craft
- Efficient with Microsoft Office in a Mac computer environment
- Proficient in the Adobe Creative Suite (Photoshop, InDesign, Premiere)

Minimum Qualifications:

Coursework towards a Bachelors in Graphic Design, Communications, Video Production or closely related field. Previous work experience in non-profit environment is preferred but not required.

Compensation:

This is an unpaid internship, but all expenses incurred through the internship will be reimbursed. Fringe benefits include a free membership to NW Documentary. College credit given for applicable programs.

Schedule:

The Visual Communications Intern will be on site 6-10 hours a week for 6 months unless otherwise determined. Specific scheduling is flexible and will be managed with supervisor.

About NW Documentary:

NW Documentary practices, teaches, and shares the art of non-fiction storytelling. We illuminate important stories that would otherwise be lost or overlooked, provide experiential learning opportunities, and generate better understanding, appreciation, and dialog within our community. Find out more at www.nwdocumentary.org

To Apply: Submit resume, cover letter and work samples to info@nwdocumentary.org