



## Video Editing Internship

**REPORTS TO:** IDEAS For Us Chief Operations Officer - Ernest Calderon: [Ernest.Calderon@IDEASforUs.org](mailto:Ernest.Calderon@IDEASforUs.org)

**STIPEND:** Unpaid Internship - Minimum requirement 8 hours per week.

**Hourly Requirements:** Must fulfill an 8 hour weekly schedule during the selected times below.

**Mandatory On-boarding Day/ Potluck: August 24th at 1 pm - 4 pm at 1030 West Kaley Ave Orlando 32805 (Bring a dish for the potluck competition and be prepared to have an introductory department meeting / have tasks delegated for first week objectives to be initiated).**

**\*Check your University's deadline for registering for credit\***

**IMPORTANT:** We require an hour meeting each week to review assignments and delegate tasks for on-going projects. The rest of your hours must be in-office, working independently. If your other in-office hours need to change, please bring up your schedule at the mandatory internship onboarding day. Mandatory meetings cannot be shifted.

In Office Hours:	Address:
Wednesday 1 pm - 5 pm	1030 West Kaley Ave Orlando 32805
Friday 1 pm - 5 pm	1030 West Kaley Ave Orlando 32805
<b>Mandatory Meeting - Friday 1 pm - 2 pm</b>	<b>1030 West Kaley Ave Orlando 32805</b>

### REQUIREMENTS:

- IDEAS For Us interns must be a strong communicator and decision makers with the mission of the organization consistently in mind.
- IDEAS For Us interns need substantial knowledge and interest of local/ international environmental challenges and have an interest in sustainability initiatives.
- IDEAS For Us interns must work towards the key goals and objectives that best suit the overall needs of the organization which align with its core values towards developing a healthier, more sustainable future for the planet.
- IDEAS For Us interns must give notice before resignation or lengthy vacation periods.
- IDEAS For Us interns must practice a professional, constructive, and positive work attitude to ensure high morale and productivity.
- IDEAS For Us interns must have a reliable means of transportation.
- Must submit a portfolio and have some entry level experience.

### RESPONSIBILITIES:

- ✓ **Period of internship: August 24th through November 30th**

- ✓ Develops reports on updated progress and analytics for the CCO on a regular basis.
- ✓ Share information with the Chief Operations Manager so she can develop monthly reports for the Advisory Committee, including operational challenges, achievements, and general advice.
- ✓ Edit media content with a quick turnaround time in order to make all deadlines.
- ✓ Communicate the style and technique of each video or photo with the Media Manager.
- ✓ Ensure all content remains the property of Fleet Farming - You must ask for permission to use in your personal portfolio.
- ✓ Communicate weekly with Fleet Farming Media Manager in case you cannot make your weekly schedule and Attend Monday mandatory check in meeting even if it is via conference phone call.
- ✓ Keep a detailed inventory of equipment and make sure the media room/equipment storage area remains tidy.
- ✓ Additional tasks that may arise to carry out the success of the program

SPECIFIC DUTIES:

1. Collect weekly content for IDEAS for Us/Fleet Farming and edit video based on whichever projects you are assigned each week during the Saturday meetings.
2. Stay on top of assigned projects and have a timely turnaround time needed to make deadlines.
3. Check in and give adequate updates on your assigned projects during mandatory meetings.
4. Possibly attend bi-weekly SWARM volunteer rides twice per month to help to develop content for LMS and for Fleet's needs.
5. Edit videos and using compatible software which can be obtained by the IDEAS/Fleet Farming staff for Newsletter, blogs and social media etc.
6. Periodically updating social media with FLEET FARMING/IDEAS for Us short video clips from previous content (or send to Media@FleetFarming.org).
7. Report to the Media Manager with a bi-weekly timesheet. Keep your hours within your schedule and utilize time efficiently. Track hours spent working on IDEAS For Us related tasks on a daily basis and report the hours through a time sheet format.

ACKNOWLEDGEMENT:

- ★ Must work a minimum of 8 hours per week and turn in a monthly timesheet. I have read and understand the position description above and can perform this duty.
- ★ All photos/videos and intellectual property is owned by IDEAS For Us. You are welcome to take and edit pictures/videos and send them to our Communications Department for social media but the content is not to be used without our permission and is legally owned by IDEAS For Us.
- ★ Any injuries that take place during your time as an intern will not be the responsibility of IDEAS For Us and must be covered by said intern.
- ★ Must reference the operating manual and read through the policies and procedures manual to ensure the proper safety protocols are implemented.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Department Leader \_\_\_\_\_

\*Please print signature page and bring to Onboarding day with your waiver and non disclosure.