**College of Social and Behavioral Sciences**

**School of Communication Phone: 928-523-2232**

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**Internship Information Guidelines**

**Organization offering internship:**

Sonlight Christian Camp

Pagosa Springs, CO

Sonlightcamp.org

**Contact information** (name/address/):

Heather Quandt

Program Director

heather@sonlightcamp.org

970-749-3087

**When internship is to take place** (Fall, Spring, Summer, Ongoing):

Summer

**Type of Internship Offered** (Internship Title and Responsibilities):

Camp Videographer

Responsibilities:

Capture the memories of camp: putting together a highlight video at the end of each week, taking photographs, and assisting with other media related tasks.

Read more on our webpage (<http://www.sonlightcamp.org/staff/summer_14/videographer.php>) , or see attached job description.

**Paid/Unpaid** (if paid, please put type of payment e.g. stipend or salary):

Paid - $170/week plus room, board, laundry, and illness/accident insurance

**Total number of hours of work per week**:

Full time - about 40 hours/ week

**Total number of weeks** (an academic semester for fall or spring is 16 weeks long, for the summer it is 12 weeks long):

About 11 weeks: May 21st-August 9th

**Special skills required** (e.g. web design, Excel, Powerpoint, etc.):

Film and photography skills required - including editing, efficiency, and good time management skills.

**Please provide any additional information for interested students:**

# Job Description - Sonlight Videographer

# Minimum Qualifications:

• Have experience with video editing software

• Have experience shooting video, taking still pictures, and capturing memories on film

• Own a computer that is capable of running video editing software (or use your own software)

• Willingness to accept critique

• Must be at least 18 years old

\* Sonlight does own a Canon HD video camera, a GoPro camera, as well as a point-and-shoot digital camera. All three are available for the videographer to use. It would be great if you could supply your own DSLR camera. We understand there will be some flexibility from both parties. Discussion to take place when applying.

\* Sonlight will work with you to set up a workable routine to get all the video/camera shots needed. We also understand the hired individual will have his/her own style in going about the fulfillment of the job description.

# General Responsibility:

To support Sonlight’s mission by creating tangible memories for kids to view at home, on our website, and on the internet. To capture daily camp events through video and pictures, and present a camp highlight video at the closing of each session (Saturday mornings).

# Specific Responsibilities:

1. Collect film footage of all major camp events on a weekly basis
2. Be able to manage work flow, to include video editing, filming events, taking pictures, creating an end-of-the-week highlight video, burning CD’s/DVD’s, and Program Support duties.
3. Capture pictures that Sonlight can use for marketing
4. Edit video footage
5. Creatively produce a weekly highlight video, no longer than 10-12 minutes, for each camper to purchase at the Sonlight store, as well as presenting the highlight video at Saturday morning’s Closing Program
6. The weekly highlight video will consist of various video clips and photographs from the session, edited together, over music
7. Must be flexible, adaptable, and willing to work long hours
8. Coordinate with the Program Leader: be aware of program changes, make sure appropriate events are being filmed, take pictures when needed
9. Capture video footage of events requested by the summer camp director
10. Capture daily photos as needed
11. Must capture per session each camper on video and/or film, and include each camper in the highlight video
12. Complete any other tasks assigned - related to program, staff, or general camp needs
13. Collaborate with volunteer photographers: giving direction, and communicating clearly

# Essential Functions:

• Ability to work long hours, including standing and/or sitting.

• Ability to stay focused and work independently until necessary tasks are complete, to include working non-traditional hours to make certain the job is done well.

• Ability to use a video camera in a professional manner

• Know the general skills needed for outstanding photography

• Be a team player

• Capable of reaching all areas of camp quickly

• Know how to use video editing software efficiently

Students must have a minimum of a 2.5 GPA (on a 4.0 scale) and be seniors (89 credit hours) in order to qualify for formal internship credit. Students who have not achieved senior status are able to qualify for formal internship credit on a case-by-case basis.