



### Communications: Photo and Video Intern

*Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this position at any time.*

<b>Internship Location</b>	Cape Wildlife Center, Barnstable, MA
<b>Position Grade</b>	<b>3</b> ; background check includes Criminal Background, Social Security Number Verification, Motor Vehicle Check and Sex Offender Registry
<b>Focus of the Internship</b>	Intern will gain experience with animal/wildlife videography and photography and learn the numerous ways videos and photos are used in the organization's work such as in fundraising, cruelty cases, medical documentation and public outreach.
<b>Learning Opportunities</b>	<ul style="list-style-type: none"> <li>• Learn various elements of animal/wildlife videography and photography, photo editing skills, and File Transfer Protocol (FTP) software</li> <li>• Knowledge of the Cape Wildlife Center (CWC) and how the program area fits into the larger picture of animal protection</li> <li>• Exposure to the operations of a wildlife center</li> <li>• Knowledge of basic animal safety and husbandry, various animal species and habitats, and wildlife issues</li> </ul>
<b>Orientation/Training</b>	<ul style="list-style-type: none"> <li>• Orientation will be provided by the Photo and Video departments and CWC. Photo/Video orientation includes an overview of The HSUS, the Video and Photo departments and the intern role. CWC orientation includes the following: history and tour of CWC, description of rules and other detailed information. Intern should attend the CWC orientation wearing casual clothing and closed shoes.</li> <li>• In-person orientations are <u>not</u> required and a phone or online interview can be scheduled instead.</li> <li>• Intern will be given access to a manual and will be trained on the particular aspects of the role including how to safely work around live animals.</li> <li>• Intern will be provided free access to online courses related to media documentation of live animals. Intern may additionally attend local in-person workshops as they are available.</li> </ul>
<b>Intern Responsibilities</b>	<ul style="list-style-type: none"> <li>• Capture video/photos of various care center work</li> <li>• Upload video/photos to server via FTP for use by staff</li> <li>• Field produce: create story ideas for various videos/slideshows</li> <li>• Record interviews with media trained care center staff</li> <li>• Participate in ongoing training, weekly check-ins with supervisors, and mentor meetings</li> <li>• Under guidance of staff, spearhead at least one independent project that will culminate in a presentation to the departments and care center</li> <li>• Take video and still photos of animal releases when appropriate and upload for use by CWC/HSUS</li> <li>• As needed, use own method of transportation to capture footage of animal releases</li> </ul>
<b>Level of Difficulty</b>	<ul style="list-style-type: none"> <li>• Physical difficulty is level 3; includes field work and requires quick reflexes</li> </ul>

<b>1=easy/5=demanding</b> (physical, mental, emotional)	<p>when working around animals</p> <ul style="list-style-type: none"> <li>• Mental difficulty is level 3; requires learning procedures and protocols; independent project work requires critical thinking skills</li> <li>• Emotional difficulty is level 3; intern will come into contact with injured, orphaned or abandoned wildlife, which can be emotionally distressing</li> </ul>
<b>Expected Environmental Conditions</b>	Some work is performed in an office environment, some work will be outside around the care center facility, and there may be traveling with staff to film releases. The work is performed in all weather conditions which can include extreme heat. (There is access to air conditioning/heat, restrooms, a kitchen and a break room.)
<b>Qualifications/Requirements for Intern Applicants</b>	<ul style="list-style-type: none"> <li>• Able to meet the requirements outlined in the Essential Capabilities document with or without reasonable accommodation</li> <li>• Able to understand The HSUS' policies and positions regarding animal protection issues and able and willing to appropriately and accurately represent those policies when interacting with the public or otherwise representing The HSUS</li> <li>• Strong communication skills</li> <li>• Computer proficiency</li> <li>• Desire to learn about videography and photography</li> <li>• Able to work well independently and use good judgment</li> <li>• Basic photo/video experience is preferred</li> </ul>
<b>Restrictions</b>	<ul style="list-style-type: none"> <li>• Must be at least 18 years of age</li> <li>• Must have own computer with photo/video editing software</li> <li>• Must wear closed shoes and appropriate clothing, including long pants which fully cover the legs (no holes/rips). Intern shirt will be provided by CWC and a dress code must be followed at all times.</li> <li>• Must have reliable transportation and arrive on time for shifts</li> <li>• Please note that individuals who are immune-compromised should not work directly with wildlife</li> <li>• Must learn and follow all guidelines and policies of The HSUS and CWC, and follow directions given by staff</li> <li>• Must submit the required paperwork and pass a background check before being assigned</li> <li>• Current tetanus inoculation recommended</li> <li>• Will not be permitted accessibility to rabies vector species unless intern has been rabies vaccinated</li> </ul>
<b>Internship Start Date</b>	Flexible
<b>Internship Time Commitment</b>	20-40 hours/week for approximately 8-12 weeks
<b>Internship Scheduling Guidelines</b>	Internships are available year-round. Intern will be scheduled between 9 am and 5 pm, with occasional extended hours, as appropriate. Intern should be flexible enough to be available during high-profile activities that may require longer days with earlier or later times.
<b>Tools/Equipment Provided (including Personal Protective Equipment)</b>	Video camera(s), still camera, computer access; any personal protective equipment will be provided by CWC
<b>Optional Tools/Equipment</b>	Intern is encouraged to bring own laptop. Intern may bring own video and photo equipment as long as all images captured are submitted in the same process as outlined for the organization-provided equipment.
<b>Supervisor(s)</b>	Managing Director, Creative

	Director of Photography, Creative
<b>Additional Mentor(s)</b>	Director, Cape Wildlife Center Deputy Director, Video Photo Editor
<b>Number of Concurrent Internship Openings</b>	1
<b>Additional Information</b>	On-site housing will not be available for intern.
<b>Updated</b>	4.6.2016