



### 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>	The Fund for Animals Wildlife Center, Ramona, CA
<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 Fund for Animals Wildlife Center (FFA) 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 The FFA. Photo/Video orientation includes an overview of The HSUS, the Video and Content departments and the intern role. FFA orientation includes the following: history and tour of The FFA, description of rules, and an overview of programs and volunteer opportunities. Intern applicant should attend the FFA orientation wearing closed, rubber-soled 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 a manual and will be trained on the particular aspects of the role including basic animal safety and husbandry training to understand 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> <li>• Training will be provided in government regulations and criteria that are involved with the permits and Memoranda of Understanding (MOUs) the animal facility may operate under relating to filming an animal and/or using the footage (i.e., medical cases, abuse cases, confiscation cases, rehabilitation vs. sanctuary, etc.).</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 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> </ul>

	<ul style="list-style-type: none"> <li>Resident interns complete a weekly shift cleaning and tending to the intern residence</li> <li>Remaining time will be the intern's personal choice to get involved with the center's daily operations that can range from direct animal care and habitat maintenance to public outreach</li> <li>When possible and as needed, use own method of transportation to assist the center with off-site or remote tasks or projects</li> </ul>
<b>Level of Difficulty</b> <b>1=easy/5=demanding</b> (physical, mental, emotional)	<ul style="list-style-type: none"> <li>Physical difficulty is level 3; includes field work and requires quick reflexes when working around animals</li> <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; interns 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 rescues and releases (up to six hour roundtrip drives).
<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's 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 wear closed, rubber-soled shoes. Intern shirt will be provided by The FFA and a dress code must be followed at all times.</li> <li>Must learn and follow all guidelines and policies of The HSUS and The FFA, 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> </ul>
<b>Internship Start Date</b>	Flexible
<b>Internship Time Commitment</b>	20-40 hours/week for approximately 12 weeks
<b>Internship Scheduling Guidelines</b>	Internships are available year-round. The facility operates 7:30 am to 6 pm seven days a week; the intern's schedule will be set up within those hours on an individualized basis. 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 The FFA
<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>	Senior Director, Video Senior Photo Editor, Content

<b>Additional Mentor(s)</b>	Director, The Fund for Animals Wildlife Center Video Producer Photo Editor
<b>Number of Concurrent Internship Openings</b>	1
<b>Additional Information</b>	<ul style="list-style-type: none"> <li>• On-site housing may be available for interns committing to at least 30 hours per week and will be discussed after receipt of the initial application; please note your interest in housing accommodations in your cover letter. Housing is co-ed, dorm style, and has a kitchenette, lounge and office equipped with internet. Bedding, towels, and food must be provided by the intern if staying on-site. Parking is available for interns with vehicles. The property and house are non-smoking and interns may not consume alcohol, regardless of age, while on the premises. Staff will provide interns with weekly trips into town for grocery shopping. Day trips to San Diego attractions may also be arranged.</li> <li>• Interns should note that most animal residents at the center are carnivores. This means there will be deceased animals fed as part of diets as well as live prey animals offered to rehab animals to test their ability to hunt live food as a condition of release. Interns are never required to work in these specific tasks, but should at a minimum be comfortable with the notion that we feed animals to other animals as a part of their diet.</li> <li>• Interns must comply with a strict protected-contact working environment, which means that interns may only make physical contact with domestic species or wildlife undergoing medical treatment.</li> <li>• If workload allows, interns will be invited to attend Southern California HSUS events such as those held by <a href="#">Pets for Life Los Angeles</a>.</li> </ul>
<b>Updated</b>	12.2.2014