

## **Graphic Design & Video Internship/Volunteer (DOP)**

New York City Department of Probation is currently seeking a Creative Intern to work on mix of Graphic Design/Digital/Social and Video Production projects.

The ideal candidate will have a strong working knowledge of Adobe Creative Suite including InDesign, Illustrator, Photoshop. Knowledge using video editing software such as Adobe Premiere or Final Cut would be ideal but not required. The intern will also assist with various social media platforms. The intern selected for this position should be creative, outgoing, adaptable, and eager to discover new ways to engage with internal clients.

In this dynamic position, you'll lend your expertise in design and video to a range of projects relating to communications. Whether you're editing videos for our digital signage system, designing social media graphics, shooting footage of press events or other media we want someone who brings a keen eye and a flair for the creative to every task.

We're always looking for new tools and applications to improve our work, so in addition to production work, you'll be spending some of your time doing research and making real contributions to the future of the agency. There's going to be plenty to keep you busy and learning. Those looking to gain valuable design and video experience are encouraged to apply.

### **RESPONSIBILITIES:**

- Create video rough cuts
- Conceive, design, and create graphic layouts in collaboration with creative director
- Provide support to video production staff: including scheduling, development, shoot, set-up etc.
- Assist with research and special projects as needed
- Organize and maintain digital files
- Provide video and still photography for events
- Provide logistical support for events
- Create professional promotional materials
- Create and design community and program focused flyers and associated materials
- Design mockups for our website, social media, and other digital campaigns
- Work with small teams to create and implement marketing campaigns
- Create engaging social media content
- Online outreach and promotion using Facebook, Twitter, Instagram, LinkedIn, YouTube, the agency website, and various other platforms.

### **BACKGROUND/SKILLS:**

- Working toward a degree or graduate degree in television, film/video, media, broadcast, advertising, or communications
- Strong interest in video & media production
- A proactive and enthusiastic person with a pleasant demeanor

- Ability to complete projects quickly, accurately and with attention to detail
- Willingness to handle multiple projects at one time
- Excellent writing, organizational and research skills
- Assist in the production and set-up of various NYC Probation press shoots, including Mayoral events, Commissioner events, and original production
- Strong interest in media, television, and digital entertainment
- Knowledge of camera operation, lighting, and audio
- Attention to detail
- Ability to handle multiple duties at one time
- Ability to work within a collaborative environment
- Pleasant on-set manner

### **Qualifications**

- Current second, third or fourth-year student working toward a bachelor's or master's degree in Graphic Design, Communications, or related field
- Excellent oral and written communication skills
- Moderate proficiency using Adobe Creative Suite
- Working knowledge of Office 365 (or similar)

### **Career skills you'll learn:**

- **Task management**
- **Graphic Design Standards**
- **Video Production best practices**
- **How to remain calm and work well under pressure**

In addition to design Interns with working knowledge of video editing and Motion Graphics experience will be given higher consideration.

We're looking for someone with more than just graphic design knowhow: we want someone who is ready to take on new challenges and is willing to learn and apply a brand-new set of skills and knowledge. But you won't be alone: we've got an amazing team, and you'll need to be a great team player to take full advantage of everything they have to offer.

To be considered for this internship, please send a cover letter, resume, and design examples.

### **INTERNSHIP REQUIREMENTS:**

Interns should be able to complete at least 8 to 10 hours of work per week, with a commitment of at least 3 months. They should have a GPA of at least 2.8.

### **VOLUNTEER REQUIREMENTS:**

Volunteers should be able to complete at least 18 hours per week, with a commitment of at least 3 months.

**CONTACT:**

For more information about NYC Probation please visit [nyc.gov/probation](http://nyc.gov/probation).

If you are interested in applying for this internship, please send your cover letter, resume and availability to Ciara Melendez – [cimelendez@probation.nyc.gov](mailto:cimelendez@probation.nyc.gov) and include in the subject line **“DOP Creative Internship”**