

Job Title: Video Production Intern

Location: Arts Services Inc.

Duration: Approximately 120 hours

Compensation: \$17 per hour

About Arts Services Inc.: Arts Services Inc. is a nonprofit service agency dedicated to empowering artists and cultural organizations in Western New York. We strive to foster a vibrant arts community by providing resources, support, and opportunities for creative expression.

Position Overview: We are seeking a creative and motivated Video Production Intern with experience in video capturing and editing. The intern will play a crucial role in creating 5-10 short, evergreen marketing content films that highlight the impactful work of our organization.

Office & Travel Details:

- The office is located at 2495 Main Street, Buffalo, New York.
- Some travel may be required for video capturing purposes.
- Travel to/from site locations from the office may be available with other staff members.
- Remote work for time spent editing may be explored for applicants who are capable and demonstrate initiative as self-starters.

Key Responsibilities:

- Plan and execute video projects from concept to completion.
- Capture high-quality video footage for marketing content.
- Edit video content to create polished and engaging films.
- Collaborate with the Marketing & Communications Lead to align video content with brand messaging.
- Assist in the development of storyboards and scripts.
- Ensure all content is consistent with our brand's voice and mission.

Qualifications:

- Experience in video capturing and editing.
- Proficiency with video editing software (e.g., Adobe Premiere Pro, Final Cut Pro).
- Ability to work independently and in a team environment.
- Strong communication and organizational skills.
- Graphic design experience is a plus, but not required.

General Requirements:

The Video Production Intern must be an organized and detail-oriented self-starter who is personable and has sufficient written and verbal communication skills. He/She/They should have the ability to multi-task and adjust to event-related fluctuations in workload. Like all our employees, the Intern is expected to contribute to a culture based upon respect, teamwork, and collaboration; and embrace diversity, inclusion, and equity.

Applicants are not required to meet all of the above experiences and/or skill sets. We encourage all to apply. ASI will provide training and on the job support where appropriate.

How to apply:

Send the following materials (in one PDF) to info@asiwny.org. Applications will be accepted until the position is filled.

- Cover letter
- Resume
- Three professional references
- A portfolio of your video work

Arts Services Inc. (ASI)

Arts Services Inc. (ASI), a not-for-profit 501(c)(3) organization located in Buffalo, NY, and is the regional arts council that provides tools and resources to artists and nonprofit arts organizations, including grant funding, educational and professional development workshops, financial services, and advocacy. ASI is "where the arts meet business" in Western New York.

ASI envisions a region where inclusive creative communities are valued and visible, and where artists and arts organizations have access to the resources needed to advance and thrive. We are committed to creating equitable access to the arts for all within our community by ensuring our programming, advocacy, and services are representative of the entire community.

ASI provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws.