**2022 Summer VSGC Media Internship Position Description**

***Period of Performance:* June 13 to August 10, 2022**

**TO APPLY:** Send resume and letter of interest to [**vsgc@odu.edu**.](mailto:vsgc@odu.edu) Please include a link to your electronic portfolio, if available, showing any video, photo, and/or graphic design work.

Hourly rate will be $12/hour.

This summer internship position opportunity supports the Virginia Space Grant Consortium (VSGC) Media Specialist in the production of various media products that document VSGC summer programs. The intern will be responsible for shooting, downloading, filing, editing, and post-processing video and photographs.

The position requires video production under a tight schedule, shooting throughout the day and editing footage at night. Responsibilities also include uploading the media to various social media sites.

Additional responsibilities may include social media postings, website, and graphic design support. The main office for this position will be at the VSGC office in Hampton, Virginia. Onsite project will also be located at the summer academies hosted by NASA Langley in Hampton, and at NASA Wallops on Virginia’s Eastern Shore. Projects may also include VSGC member university sites including Virginia Tech, University of Virginia, and Old Dominion University. Travel costs are covered but student must have own transportation. The student will be an intern through the VSGC-managed Commonwealth STEM Industry Internship Program (CSIIP) and receive a certificate of participation signed by the Governor.

A. Specific Duties:

* Shooting, filing, storing, post-processing, and editing of video to final products.
* Creating short videos set to music that document VSGC summer programs.
* Posting media to social media sites and final products to YouTube.
* Intern may also support VSGC website development and edits and graphic design.

B. Minimum Qualifications:

* Working knowledge of DSLR cameras for both photo and video.
* Proficient with video editing techniques and photo post-processing techniques.

C. Education:

* Pursuing a degree in computer graphics, video, photography, communications, or other related field

D. Complexity of Duties:

* Shoot video and photos throughout the duration of the summer academies and programs.
* Ability to quickly identify and capture critical photos/videos.
* Ability to select appropriate music to support video.
* Create a written timeline of events that align with academy schedule to plan weekly shoots to meet targeted goals.
* Ensure all student participants are captured and included in all video products.
* Ensure the prompt delivery of final video product to be shown during the academy closing ceremony.

E. Physical Demands:

Work requires some moderate physical exertion such as periods of standing, walking over rough, uneven or rocky surfaces; recurring bending, crouching, stooping, stretching reaching or lifting of moderately heavy items (10-25 lbs).

F. Other:

* VSGC Media Specialist will be primary supervisor during the internship period.
* Individual must have a personal vehicle for work-related local travel. Mileage will be reimbursed.
* Internship requires weekend work, evening work, extended days, and overnight travel (possibly up to a week) while visiting a NASA Center. Appropriate overtime will be paid.
* Work-related travel is required, including an occasional weekend and overnight.
* Individual must be capable of sustaining long days of highly mobile interactions with students and teachers during academies and professional development.
* Individual must be able to pass a NASA security review to obtain a NASA badge to access NASA.
* Products developed in this internship are presented to senior level staff at NASA Centers and partnering organizations.
* Interns will be working in programs with pre-college students and are expected to exhibit professional demeanor and to serve as positive role models.
* Interns must adhere to VSGC rules on working with minors.
* Intern hours while in the office will be 8:00 a.m. to 4:30 p.m., with a 30-minute lunch period.
* VSGC is a professional workplace and has a dress code of business professional attire. It is expected that all interns be well groomed and represent VSGC in a professional and courteous manner. For summer academies and other assignments in and out of the office, dress should be appropriate for the event.
* For summer academies at NASA Centers, including after hours in the dorms and other locations, long pants and polo shirt or similar type attire is appropriate. Closed-toe shoes are required at NASA Centers. No jeans and no logos or advertisements on clothing. NASA logos are acceptable. For in-office work at VSGC, non-sports footwear is required. VSGC has a policy of no visible tattoos and no facial piercings.
* Interns will receive new hire paperwork from VSGC’s fiscal agent, Old Dominion University Research Foundation (ODURF), after accepting this offer. Intern agree to complete paperwork in a timely manner to officially be hired for this summer 2022 position.