**Job Description: Videographer & Marketing Internship**

**Updated 2/1/17**

**The Organization:**

Founded in 2003, GiGi’s Playhouse mission is to change the way the world views Down syndrome through national campaigns, educational programs, and by empowering individuals with Down syndrome, their families and the community.

GiGi’s Playhouse is the ONLY international network of Down Syndrome Achievement Centers providing life-changing educational, therapeutic and career training programs at no cost to families. With 31 locations and growing, GiGi’s Playhouse serves more than 26,000 families makes a lifetime commitment to empower families from diagnosis to adulthood, build confidence and send a global message of acceptance for all.

**Job Description:**

GiGi's Playhouse, Inc. is seeking a talented videographer to help script and record footage and assemble it into a finished project that is compelling and suitable for broadcast on TV and online. This is an internship position that we envision growing into a full-time paid role. The videographer will work closely with the organization’s founder Nancy Gianni and her daughter GiGi, as well as adult participants, families, volunteers and staff as needed.

* The ideal candidate will have a great sense of creativity, dedicated work ethic, a commitment to embody GiGi’s Playhouse vision, core values and brand voice, and a growing portfolio of video projects.
* The ideal candidate will be able to combine inspirational storytelling with compelling visual footage and editing in order to create and deliver a powerful story.

**Key Responsibilities**:
Candidate will be expected to:

* Be available to shoot at multiple locations and shoot at varying times including possible nights and weekends.
* Ensure that all videos convey an effective message in the most ideal length of time.
* Ensure all videos represent and communicate GiGi’s Playhouse mission and brand.
* Research video content ideas on YouTube, Facebook, Vimeo, Vine, Instagram, Snapchat, etc.
* Prepare short creative briefs to clarify understanding of the needs and specifications of each project.
* Edit footage segments and put together the sequence of the video (i.e., live footage vs. testimonials).
* Input branding, music, dialogues, graphics and text effects as needed.
* Create rough and final cuts usable on TV and social media.

**Requirements:**
Candidate must be/possess:

* Ownership or access to all equipment necessary for capturing high quality video content.
* Willingness and ability to accommodate project deliverable timelines set by GiGi’s Playhouse.
* Creative mind and passion for helping others through visual storytelling.
* Examples of work experience as a videographer and video editor
* Attention to detail in work deliverables (i.e., ensuring all names, titles and words that appear in the final product are correct, etc.)
* Self-motivated and disciplined.
* Ability to work well under tight deadlines.
* Experience with lighting and staging shoots in different locations.
* Experience with audio management during the shoot and in editing.
* Experience with video compression for online use and distribution.
* Experience with incorporating music with appropriate timing and licensing.
* Experience with backup and archiving footage for future retrieval.
* (Optional): An in-progress or achieved BS degree in film studies, cinematography or related field

**Added-Value Benefits:**

* Added-Value Benefits: Internship Hours, Letters of Recommendations, Portfolio Material

**GiGi’s Playhouse Core Values**:

GiGi’s challenges all staff and volunteers to embody the following core values:

* Enthusiasm: Bringing positive, high energy to our work.
* Best of All: Always looking to improve in all that we do. Challenge yourself every day.
* Get It Done: Making things happen and blasting through barriers when needed. Figure it out.
* Believe: Believe in ourselves, believe in our mission, believe we can achieve all we set out to achieve.
* Locally Concerned, Enterprise Minded: Bringing our Best of All to our local playhouse while being mindful of how our work affects the broader GiGi’s network.

Please send cover letter and links to online sample portfolio/reel to careers@gigisplayhouse.org.

**Hours Per Week: 20-25**