



Butte Humane Society

Multimedia & Video Production Intern (Unpaid)

Position Description

The Multimedia & Video Production Intern will be working as part of the Communications and Development (CAD) department and reports directly to the CAD team.

Duties and Responsibilities:

- Create a variety of videos, including development of photos/video/web links etc., for social media, training, and other platforms and outlets.
- Monitor and Evaluate BHS social media accounts and adjust profiles/settings as directed.
- Attend BHS events for live posts.
- Collaborate with staff to create content

Capabilities:

- Comfortable around animals
- Maintain a professional appearance and demeanor during all interactions with staff and public.
- Highly organized, self-motivated, detail oriented
- Basic computer knowledge and ability to research on the internet.
- Ability to work independently and in collaboration with others
- Above average communication abilities.
- Very comfortable creating video content

Contact with Others: Will have contact with the general public in person and via phone/email/social media.

Working Conditions: Internship will be in an office environment, local events and local offsite locations.

Additional Position Requirements:

- **Availability:** 10 hours per week— Generally Monday – Friday 9:00am - 5:00pm. Availability for weekend and evening mobile events/ programs. Specific dates and times will be discussed during the interview.
- **Physical Demands:** Must be able to sit for long periods of time.
- **Compensation:** This is an *unpaid internship*. We are happy to assist in receiving academic credit or providing a letter of reference/recommendation upon successful completion of the internship.
- A volunteer t-shirt must be purchased (\$16) and worn during internship hours