



SUMMER PHOTOGRAPHY INTERN

If you love photographing people, this is the internship for you! Spend a week of your summer helping to document all the excitement at Washington Business Week programs through pictures and video. The Summer Photography Intern will be responsible for taking photos each day, uploading pictures to Facebook, filming camp events, editing pictures and video, and creating the end-of-week slide show for the awards ceremony.

Will I have an opportunity to take a lot of photos as part of this internship?

Yes! It is anticipated that you will take 200-400 photos each day of candid and staged small groups during their activities. Part of this internship will consist of office work that is required to run a photography business such as editing and filing photos, uploading them to Facebook, and scheduling shoots.

What will I be taking photos for?

Your job is to enhance the Business Week experience for parents, participants, volunteers and our sponsors by creating an end-of-week slide show and maintaining an on-line photo gallery which documents the day to day activities at camp. We will use the photos you take to market our programs to future students, alumni, current and potential sponsors, and volunteers. Parents and participants will also have the opportunity to view and print the photos to preserve camp memories. The photos will be used in many of our print materials such as our student brochure, annual report and grant requests.

What if my photography program has more requirements for internships?

We will be glad to provide any information, reports or evaluations required for you to obtain high school or college credit for this internship.

Responsibilities:

- Take daily photos of each summer program on location at the university campus (Here are some suggested guidelines - http://www.wbw.org/pages/Documents/Photography_Guidelines.pdf);
- Take and order photos of each student company;
- Develop procedures for sorting, organizing and posting photos on our computer and the web/Facebook;
- Prepare the end-of-the week slide show/video for the awards ceremony;
- Help speakers with audio-visual needs – PowerPoint, projectors, etc.
- Assist the BW staff and interns during peak program times;
- Other duties as assigned; which may include, but are not limited to, writing and posting updates for parents of the day's activities on Facebook and Twitter; scanning images and working on them in PhotoShop; and uploading photos to our website/Facebook.

Requirements/Background/Experience:

- All requirements outlined on the WBW Intern Application;
- Currently be enrolled at a high school, college, institute, or university in a photography program;
- Demonstrated interest in pursuing a degree/certificate in photography, with an additional emphasis in business, communications, marketing or a related field a plus;
- Excellent computer skills including photo editing software, word processing and PowerPoint;
- Strong verbal and written communications skills;
- Experience making effective visual presentations for a variety of audiences;
- Your own laptop, photo editing software and a digital camera would be useful, but not required.

Photography Intern Application process:

Complete a Business Week Intern Application found on our website at www.wbw.org. In addition to the requirements outlined on the Intern Application, your application to be a photography intern should include:

1. a letter of reference from someone very familiar with your photography work such as a teacher, professor or faculty adviser on school letterhead;
2. a cd or online portfolio showcasing your work (with captions); and
3. a cover letter describing your qualifications in relation to the responsibilities listed on the position description.

Applications should be sent to Alisa Johnson, Program Coordinator, Washington Business Week, 33305 1st Way South, Suite B-212, Federal Way, WA 98003; or e-mailed to registrar@wbw.org. If you have any questions, please contact Alisa Johnson at: registrar@wbw.org or 253-815-6900.