



Washington Business Week Summer Programs **PHOTOGRAPHY INTERN**

Position Overview:

This is a very competitive internship program. It is open to highly motivated high school juniors and seniors and college undergraduates who have attended at least one Business Week Program. The intern(s) will be responsible for all weeklong program photography and videography including: taking daily candid photos, predetermined posed photos, program events, and special situations as requested. The intern(s) will be responsible for creating a slideshow for the final ceremony and delivering all photos, videos and slideshow via Dropbox. The intern(s) will also be responsible for daily social media posting.

Primary Responsibilities:

- Take daily photos of each summer program on location at the university campus.
- Take and order photos of each student company.
- Develop procedures for sorting and organizing photos.
- Support speakers with audio-visual needs – PowerPoint, projectors, etc.
- Assist the Business Week staff and interns during peak program times.
- Prepare/edit photos and videos with Photoshop for use in slide show software, such as PowerPoint.

Secondary Responsibilities:

- Update Facebook and/or other social media with day of activities.
- Prepare the end-of-the week slide show/video for the awards ceremony.
- Prepare/edit photos for future use in flyers, brochures and other marketing materials.

Additional Responsibilities: Other responsibilities as assigned

Reporting Relationship: This position reports to the Director of Programs

Requirements/Experience:

Required

- Must have attended at least one Washington Business Week program at either a summer location or an in-school program.
- Must have completed junior year of high school.
- If graduated, must be within the first two years of college.
- Excellent computer skills including MS Office Suite, photo editing software (Photoshop, etc.), and social media.
- Ability to work independently as well as collaboratively to achieve goals.
- Strong verbal, written and interpersonal communication skills.
- Must be able to travel to Washington Business Week's partner university campus for full week stay.

Preferred: Personal laptop, digital camera, and photo editing software