

## VIDEOGRAPHER INTERN - POSITION DESCRIPTION

United Way of Essex and West Hudson  
303 Washington Street  
Newark, NJ 07102  
973.624.8300

### About Us:

We are a nonprofit organization whose mission it is to improve people's lives and to strengthen the neighborhoods of Essex County. For more than 80 years, we have brought people together to raise awareness around social issues, develop community resources, invest in research, build public/private partnerships, support non-profit organizations, and help people get ahead, not just get by. We are working to make this region the best place for children and families in the country and that will only be made possible through the work of volunteers and our partnerships with business, government, education, health care, labor, faith groups, non-profit organizations and committed citizens. For more information visit us online at [www.unitedwayessex.org](http://www.unitedwayessex.org).

### Description of Position:

The Videographer Intern will videotape United Way events and make videos available for use on the website, for presentation at other events and meetings. The potential exists for the appropriate candidate to create PSAs for use on Cablevision and to create videos about the United Way and its funded agencies for use in fundraising and awareness campaigns. (Intern will receive published credit for his/her design).

### Key Responsibilities:

- Responsible for videotaping, editing and reproducing United Way events
- Responsible for working with webmaster to place appropriate videos on United Way website
- Responsible for working with United Way and Cablevision staff to create PSAs for use on Cablevision's public access channels
- Responsible for creating videos about UW and it's work as intern's experience dictates.

### Required Abilities:

Excellent attention to detail  
Experience with video, editing and television production basics  
Ability to establish priorities, balance demands of multiple projects and meet deadlines  
Excellent communication skills  
Commitment to excellence and to the mission of the United Way

### For More Information Contact:

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