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**Film/Video Intern**

Florida House on Capitol Hill is looking for an intern to assist the Florida House staff in creating content for a yet-to-be-launched YouTube channel. The content will be derived from old film and video footage that needs to be converted to newer technology and archived as well developing current content at Florida House. This position will require interning at Florida House on Capitol Hill in Washington, D.C.

This is a 10-week, part-time position (20 hours a week) beginning \_\_\_\_\_and ending \_\_\_\_\_ and pays a stipend of $950.00. A full-time internship with a commensurate raise in pay can also be considered. Starting and ending dates are negotiable. Florida House follows all CDC and State of Florida guidelines and safety measures regarding the coronavirus. The successful candidate must be available during normal business hours – 8:30 am – 5 pm.

Florida House on Capitol Hill is Florida’s embassy in Washington, D.C., that connects, celebrates and champions Florida to the world. As the only state to have an embassy, Florida House offers students, visitors, those conducting business and our Congressional Delegation a place in Washington, D.C., to call home. Until this year we hosted hundreds of events, meetings, receptions and tours, showcasing the best of Florida. For over 45 years, we have proudly flown the U.S. and Florida flags outside our windows, remaining a nonpartisan, nonprofit 501(c)3 organization that accepts no state tax dollars. Florida House is owned by the people of Florida and governed by a Board of Trustees with over 100 members from Pensacola to Miami. Each year the Board meets in the spring in Washington, D.C., and in the fall in Florida to discuss the operation, management and programs of Florida House.

**Intern Responsibilities include:**

* Assisting with the creation and development of a You Tube channel
* Coordinating and producing content for the channel including an “Introduction to Florida House” video
* Transferring old film and video to new technology with proper identification keys
* Archiving film for future use
* Developing content for the Spring Board of Trustees meeting

**Qualifications:**

* A sophomore, junior or senior
* Excellent organizational, management, writing and communication skills
* Ability to manage projects on a deadline and within a budget
* Proficiency with Microsoft Word, Powerpoint, Excel and cloud-based systems
* Experience in video production, editing, and photogrpahy
* Familiarity with nonprofit organizations and fundraising
* Ability to interact with executives and donors from across Florida coming together for a common purpose
* Photography/Social Media/Constant Contact/Canva Pro experience helpful
* A passion to connect, celebrate and champion Florida in all duties and tasks

You will need:

* A laptop computer
* A mobile phone

How to apply:

* Visit [www.floridahousedc.org](http://www.floridahousedc.org) and complete the application under the Programs tab: Become A Florida House Intern. *In your cover letter, please send a link to samples of your video work.*
* Deadline for applications is Wednesday, December 9. Interviews will be conducted as applications are received.
* We encourage you to review our website and social media channels before applying and interviewing.

Florida House on Capitol Hill does not discriminate against race, color, gender, religion, sexual orientation, age, national origin, disability, or other protected category (or that of the individual’s relatives, friends, or associates).