

YOUNG AMERICAS BUSINESS TRUST

Audiovisual Production Internship



Location:	Remotely
Position:	Intern/Trainee Audiovisual Production (Part-Time)
Languages Required:	English and Spanish
Duration: March 01 to July 31, 2023	Application deadline: February 5, 2023
Reports to: Executive Director/ Program Directors	Program / Area: Communications

POSITION SUMMARY

The incumbent will be supervised by the Executive Director, and secondarily, by the Program Directors.

The basic objective of the position is to:

Ensure that the Trainee or Intern obtains skills, knowledge, and competencies through structured and guided activities such as training, seminars, attendance to conferences, and similar learning activities, as appropriate in specific circumstances, while performing and supporting the daily operations.

The intern's focus will be to design audiovisual materials for disseminating communications on social networks and the YABT website, following the guidelines of the institutional brand. In addition, the intern must work in cooperation with the Communications Manager and the Director of Programs and help with all functions that involve the production of multimedia files.

DUTIES TO BE PERFORMED

- Design and implement digital strategies for audiovisual resources.
- Prepare a content grid (social media calendar) for YABT's social networks and websites.
- Develop scripts, editing and post-production of the material.
- Support and coverage of the organization's events.
- Create and adapt content for each YABT social network.
- Produce image survey (photography and video).
- Coordinate logistics, scouting, equipment and work plans.
- Create and edit promotional videos for social networks, reels, testimonial videos of current and previous programs, with the YABT Communications team.
- Create and homologate thumbnails for BOOTCamp and YouTube sessions.

KNOWLEDGE AND SKILLS

- Be familiar with basic office procedures, electronic information processing equipment, computer packages such as Microsoft Office, Google Workspace, remote communication tools (WhatsApp, Zoom, etc.)
- Ability to quickly learn new methodologies, technologies, and software.
- Teamwork and communication skills.
- Problem resolution.
- Creativity and logical thinking.
- Capacity for analysis and abstraction.
- Oriented to detail and results.
- Efficient file management and reporting skills.
- Proactivity.
- Good management of social networks (Facebook, Instagram, Twitter, Youtube)

Technical requirements:

- Desirable command of Adobe programs (Adobe Illustrator, Adobe Indesign, Adobe Photoshop, Adobe Premiere, After Effects)
- Advanced photo and video editing.
- Intermediate or advanced 2D and 3D animation.

EDUCATION/EXPERIENCE REQUIREMENTS

Minimum Education: Graduated or in the last year of university degree in Communication, Audiovisual Production, Digital Marketing or related careers. People with an equivalency in experience or training will also be considered if their practical level is sufficient to carry out the project activities.

Minimum Experience: One year of experience in audiovisual production, where excellent written, and verbal communication skills have been demonstrated at a comparable level. Bilingual or multilingual abilities are highly valued.

APPLICATION

To be considered for this position, please submit a resume, cover letter and a work portfolio no later than February 05, 2023, via <https://forms.gle/zo42iWRMGf1tVvNu6>
