



# WE DON'T WASTE

SAVING FOOD • PROTECTING THE PLANET • FEEDING PEOPLE

## **Video Production Intern**

### **The Organization**

We Don't Waste believes nutritious food should be fed to people, not landfills. We reduce food insecurity and waste by rescuing food from venues, caterers, distributors, and restaurants, then delivering it free of charge to hunger-fighting local agencies in the Denver Metro area. We Don't Waste is a fast-growing and high-impact nonprofit organization that addresses hunger and food waste through an innovative recovery model.

### **The Opportunity**

The Video Production Intern is a part-time, non-exempt, temporary position that reports to the Communication and Marketing Manager at We Don't Waste. This rewarding position is a vital part of the We Don't Waste team and mission.

This position will work with We Don't Waste's Communications & Marketing Team to plan, shoot, and edit high-quality videos for the education team, promotional videos for marketing, and informative videos to spread awareness on food insecurity and food waste.

We Don't Waste will fund an All Access Annual membership to Denver Community Media for this intern to provide any necessary basic and intermediate technical production training and project pre- and post-production guidance. The selected intern will take a series of classes in order to become certified to use DCM's production equipment as needed to fulfill the responsibilities of this role. DCM producers may shadow the intern and provide mentorship advice if needed on the first few shoots for projects assigned.

Previous experience in videography or video editing is not required, but a strong desire to acquire these skills is! The internship will be split between in-class lessons with Denver Community Media and hands-on experience with We Don't Waste. This rewarding experience is available for paid part-time hours, up to 24 hours per week.

### **Responsibilities**

- Collaborates with We Don't Waste's Communication & Marketing Manager to execute the agreed-upon concept, format, and content of assigned projects and/or programs.
- Willing and able to learn skills and become acquainted with video production and editing technology.
- Discusses technical details and implementation of a production.
- Designs graphics to ensure that the visual schemes effectively represent the producer and client's vision and that the production meets established quality and production standards.



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- Works with We Don't Waste to identify requirements, production ratios, and conceptual feasibility for studio, remote, live and recorded productions.
- Plans the visual schemes when switching during shoots to effectively capture the unfolding of events.
- Analyzes and designs technical plans for studio, remote, filed, live, and recorded productions; organizes and schedules the equipment required for productions.
- Designs, configures, and supervises the construction and placement of equipment and props for studio, remote, and live productions.
- Creates the final version of all studio productions by operating editing systems, electronic titling systems, video switching equipment, and digital video effects units in order to arrange video segments into the correct sequence and insert music, dialogue, and special effects.
- Creates and maintains sound editing and design standards to ensure that audio levels are accurate and consistent for all productions.
- Researches and advises the production team of feasible improvements to products that would enhance content value and impact.
- Prepares products for We Don't Waste channels online through social media and the website, which includes creating video and graphic elements and encoding and compressing files (to fit a file format suitable for the internet).
- Performs other related duties as assigned.
- Applies Technology to Tasks - Selects and understands procedures, machines, or tools that will produce the desired results; identifies or solves problems in machines, computers, or other technologies as they are related to performing tasks.

## **Desired Traits**

- Passion for We Don't Waste mission - Our vision is that food will be accessible to all!
- Bilingual in Spanish/English
- Attention to Detail - Is thorough when performing work and conscientious about attending to detail.
- Problem Solving - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.
- Reading - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.
- Technical Competence - Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

## **Salary/Benefits**

The hourly rate for this position is \$22 per hour for 24 hours per week for 16 weeks. This is



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a temporary position. This position is not eligible for health benefits. This position will accrue sick time and vacation time at a rate of 2.6 hours per pay period.

## **Application Process**

Qualified and interested candidates should submit a resume and cover letter to Katie Malarkey at [careers@wedontwaste.org](mailto:careers@wedontwaste.org). Applications received by March 30, 2024, will be given priority and the job posting will be removed from our website ([www.wedontwaste.org/get-involved/#careers](http://www.wedontwaste.org/get-involved/#careers)) when the position has been filled.

*We Don't Waste is an equal opportunity employer and seeks a diverse pool of applicants. We know that women and people of color are often less likely to apply to a position if they don't match 100% of the job qualifications. Don't let that be the reason you miss out on this opportunity! We encourage you to apply even if you don't think you're the perfect candidate.*

## **Reasonable Accommodation**

Applicants with disabilities may contact Human Resources via email to request and arrange for accommodations. If you need assistance to accommodate a disability, you may request an accommodation at any time. Please contact We Don't Waste at [careers@wedontwaste.org](mailto:careers@wedontwaste.org).

## **EEO Statement**

We are committed to providing equal employment opportunities to all persons regardless of race, color, ancestry, citizenship, national origin, religion, veteran status, disability, genetic characteristic or information, age, gender, sexual orientation, gender identity, marital status, family status, pregnancy, or other legally protected status (collectively, protected statuses). We do not tolerate unlawful discrimination in any employment decisions, including recruiting, hiring, compensation, promotion, benefits, discipline, termination, job assignments or training.

## **Disclaimer**

The above job definition information has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Job duties and responsibilities are subject to change based on changing business needs and conditions.