

United Way of Williamson County Photography Intern – Summer 2019

United Way is seeking a current College Photography or Photojournalism Major in their Junior or Senior year of studies to provide photography support for the Marketing and Communications Department. We are looking for a talented, enthusiastic person to focus on stories that illustrate United Way's impact and showcase the clients and communities that we serve throughout Williamson County. This internship supports initiatives and programs that help position United Way visually and creatively throughout the community. The ideal candidate will possess strong creative and programmatic skills, as well as a desire to learn.

The intern will accompany United Way team members to off-site assignments throughout the county to photograph people, programs, events and communities. These photos will then be used to elevate original content posted on the United Way blog and shared through social media channels positioning United Way as a resource for information on issue areas (such as health, education and financial stability), philanthropy and volunteering. This person will also assist with the organization of a useable photo library for use with campaign materials, website development, and other marketing materials. Opportunities to engage with video production are available for the right candidate. Interns will also learn and have exposure to the overall daily operation of the marketing department and will be provided a well-rounded, hands-on experience in the non-profit environment.

Applicants should have their own professional DSLR camera and, if not, should have working knowledge of Canon cameras to use United Way equipment.

Position:	Photojournalism Intern
Location:	United Way of Williamson County, 1111 N. IH-35, #220, Round Rock, TX 78664
Supervisor:	Director of Marketing and Communications
Start/End Date:	Flexible
Hours per week:	Part-time (10-12 hours per week)
Status:	Internship, Part-time unpaid with mileage reimbursement to events
Academic Credit:	The intern is responsible for all arrangements and necessary documentation with the school if required for course credit. The internship supervisor will complete paperwork and meet deadlines as provided by intern.

PRIMARY DUTIES AND RESPONSIBILITIES:

Specific duties will be determined based on the specific needs of the communications plan matched with the strengths and interests of the student intern. Duties may include, but are not limited to:

- Telling the visual story of United Way's impact and showcase the clients and communities served
- Attending events, volunteer projects, and key partners to photograph events
- Manage photo release forms as needed
- Assisting in end-to-end process in Photography production
- Editing photos, including all editing and creative adjustments

- Working with communications team to post event photos to the appropriate photo gallery
- Creating social, electronic, and print media content as assigned
- Working closely and collaborating with other departments
- Developing a localized stock photo library
- Supporting the creative and production process for United Way video productions
- Cataloguing existing photo database (as time permits)
- Providing support to key staff and team members as needed

EXPERIENCE AND REQUIREMENTS:

- College Photography or Photojournalism Major in their Junior or Senior year
- Strong storytelling skills through visual and written mediums
- Moderately flexible weekday schedule to accommodate variability of offsite assignments, and a willingness to travel throughout Williamson County
- Demonstrated interest in photojournalism and storytelling through photography
- Ability to operate professional photography cameras/equipment and associated gear
- Knowledge of Instagram and interest in using photography for social media marketing
- Attention to detail for photo selection and editing
- Excellent organizational skills for photo archiving and tagging
- Strong interpersonal, written and verbal communication skills
- Open and positive demeanor to interact with a wide range of people
- Enthusiastic learner who accepts guidance and responds well to feedback
- Adapts well to changes in marketing direction or client needs
- Self-starter who takes initiative, comfortable working alone as well as in a group
- Reliable transportation and a professional demeanor
- Proficiency with Adobe Creative Cloud including Photoshop, Lightroom, InDesign, etc.

This position does not guarantee future employment. This job description has been designed to indicate the general nature and level of the work and may not list all duties. Interns will be expected to sign the Code of Conduct and adhere to relevant personnel policies regarding conduct, attire and procedures.

About United Way of Williamson County

United Way of Williamson County is a community of donors, advocates, volunteers and partners who fight for the health, education, and financial stability of every person in every Williamson County community. We are one step closer to winning this fight by creating opportunities for every person to thrive, live healthy lives, and reach their full potential. Resources and programs that help families become more financially stable, empower successful students, and promote healthy living – is a win for all of Williamson County.

To apply for this position, please send your resume with the following information:

- A cover letter telling us about you and the reason you are interested in this position
- A portfolio with samples of your work

Email all materials as one document to Laurie Garza, Director of Marketing and Communications at laurie@unitedway-wc.org. Call 512-255-6799 with questions.