Position Summary

The Maricopa County Department of Public Health is looking for a video production intern to join its Office of Communications and Marketing. The selected intern will assist in the filming, production, and editing of video content that will be shared among its internal staff of 800+ employees. This position requires monthly site visits to field offices throughout Maricopa County, as well as internal interviews in an office setting. The intern will be well-versed in shooting, editing, and distributing video content to various platforms and departments in various formats within the organization. The video production intern will create Standard Operating Procedures (SOPs) for all video production processes and assist in managing and maintaining video assets in our SharePoint asset management system. At the end of the semester, the intern will share his/her work, an academic poster, and lessons learned at a final internship showcase with other interns.

Responsibilities
* Plan, execute, and coordinate video shoots on and off-site in Maricopa County
* Follow development timelines to ensure tasks are being completed on time
* Follow creative direction, maintain brand standards, and work collaboratively
* Respond effectively and appropriately to creative feedback
* Have a comprehensive knowledge of computer editing systems, software, and related equipment
* Have a strong understanding of capturing quality audio using related equipment and editing audio in the final edits

Requirements
* Must have experience in videography
* Pursuit of degree in Communication, Photography, Video Production, or other related field preferred
* Must include a link to online portfolio to be considered
* Strong problem-solving skills
* Ability to collaborate and work in a team environment
* Proficient time and project management skills
* Can communicate effectively and work well autonomously in a team-driven environment
* Proficiency in editing software
Internship Goals

**Goal 1.** The intern will shoot, edit, and produce four 1–3-minute videos from live video, b-roll, photos, text, and graphics.

**Goal 2.** The intern will create Standard Operating Procedures (SOPs) for all video production processes that other team members can clearly understand and follow.

**Goal 3.** The intern will develop an academic poster and give a presentation at an internship showcase.

Internship Deliverables

As an intern, you will create:

1. **Videos.**
2. **Standard operating procedures.**

MCDPH Overview

The Maricopa County Department of Public Health, the 3rd largest health jurisdiction in the U.S., lives by our mission to protect and promote the health and well-being of all our residents.

We focus on health equity and a data-driven approach to our work. We value our staff’s unique skills and differences, as well as the varied experiences and disciplines we represent. We come together to reach our vision of creating a healthy, safe, and thriving community.

Preceptor & Office Information

**Jennifer Hooper**  
Internal Communications Director  
Office of Communications and Marketing

The Office of Communications & Marketing distributes information to the public and promotes the programs and services our department provides. Using multiple methods of outreach and marketing, we contribute to the MCDPH mission by improving awareness and access to our programs and services to the public. Our office works with the media to help disseminate important and timely public health information, works with programs individually to market their services, and maintains digital communications externally and internally.

Hours & Compensation

10-12 hours per week (Tuesdays and Wednesdays)  
Unpaid
Intern Requirements

Language Requirements.

- English proficiency

Desired Areas of Study.

- Communications and Marketing
- Video Production

Desired Skills.

- Graphic Design
- Program Design and Development
- Video Production

Maricopa County is an EEO/ADA Reasonable Accommodation Employer.