



**Title:** *Photography Intern*  
**Reports to:** *Communications and Media Manager*  
**Location:** *Pittsburgh, PA*  
**Hours:** *10 – 20 hours per week  
(flexible, see details)*  
**Salary:** *Unpaid*

## POSITION SUMMARY

*The Photography Intern will work closely with the Communications and Media Manager as well as with the rest of the Development and Communications Team to capture the experiences of Venture Outdoors participants on trips, at events and workshops, during trainings, and more.*

## DUTIES AND RESPONSIBILITIES

- *Assist with program photo / video requirements. This involves shooting and editing photos of various media forms of Venture Outdoors public and custom outings*
- *Photo / Video management and organization*
- *Preparing and presenting information about Venture Outdoors*
- *Creating Short Promotional Videos, Event Recaps, etc (if applicable)*
- *Prepare the end-of-the month slideshow/video*
- *Help create special marketing promotions to be used throughout the internship*
- *Other duties and administrative tasks as assigned*

## QUALIFICATIONS

*Qualifications include:*

- *Photography, Marketing, Multimedia, or related background*
- *Must possess or have access to own equipment*
- *Knowledge of digital photography cameras and equipment*
- *Good people skills - personable, outgoing, friendly and creative*
- *Self-starter able to multi-task and prioritize work*
- *Experience using Photoshop (or related photo editor programs) Microsoft Office, Wordpress; Adobe InDesign experience is a plus*

## AVAILABILITY

- Internships can start in Fall, Summer, or Spring
  - *Please let us know if you have any internship hours requirements or a specific time frame to complete these hours*
- Must be available to attend some weekend and evening programs

## HOW TO APPLY

Please send resume, cover letter, and work samples to Samone Riddle, Communications and Media Manager, at [samone@ventureoutdoors.org](mailto:samone@ventureoutdoors.org)

**Equal Opportunity Employer**