



# Secretary of State

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*Kim Wyman*

## **Media, Video Production/Post Production Internship**

September – December 2014

The Washington State Secretary of State's Office is seeking qualified media and video production students for an unpaid internship during the 2014 fall quarter. The intern's primary responsibility will be to assist the Legacy Washington team.

### ***Legacy Washington***

Legacy Washington includes Secretary Wyman and a core group of staff members who promote Washington heritage, write and develop stories, and fundraise to benefit historical programs. Legacy Washington regularly draws on the extensive knowledge of the state's librarians, archivists and historians.

### ***Place of Employment and Duties***

The internship begins early September 2014 and ends mid-December 2014. Work will be conducted at the Capitol Building, in Olympia.

The intern will support the Legacy Washington team with research, compiling a video production plan for producing 4-6 short videos that will be posted on the Secretary of State's website and YouTube channels, and developing a video plan for post-production that includes media outreach.

The Director of Development and the Internship Coordinator will provide assignments, direction and guidance. The Internship Coordinator will work with the intern's school to ensure college credit is received for work performed during the internship.

### ***Pre-requisites and Application Process***

Prospective interns must have video production experience with Premiere or other editing software. The ideal candidate must be able to demonstrate video production abilities and is encouraged to share samples of their work. Additionally the candidate should have an understanding of the governmental process and the ability to perform basic word processing tasks.

***Closing date for consideration will be September 1<sup>st</sup>. Interviews will then be conducted in person or over the phone during the second week of September. The selected candidate will begin work in late September 2014.***

Interested individuals should send a cover letter, resume and two references (academic and professional) to Adam Noble, Internship Coordinator, Office of the Secretary of State, P.O. Box 40220, Olympia, WA 98504-0220 or e-mail: [adam.noble@sos.wa.gov](mailto:adam.noble@sos.wa.gov)