ORGANIZATION DESCRIPTION:

Mission

The Kirkman House is one of the Northwest's most outstanding Victorian structures. It was built by William Kirkman. The home has been restored into a period house museum. In 1982, H.A.D. received an award for outstanding work in historic preservation from the Washington State Trust for Historic Preservation. Today the home is privately owned and operates as a non-profit organization under the management of a revolving Board of Directors.

PURPOSE OF POSITION: Kirkman House Museum is seeking a videographer intern to help manage, create, and monitor media content, assisting museum staff in the production of video content in order to increase engagement with museum exhibits and attendance at events.

KEY RESPONSIBILITY AREAS:

- Shoot video of important events, projects, programs, and exhibits
- Edit video for promotional pieces
- Evaluate current video presence in media
- Other office-related tasks/duties

The Videographer Internship will give interns the opportunity to explore the many facets of content strategy including project management, strategy, and creative development. The responsibilities of this position will push the intern to sharpen their approach to communication, and their ability to write in a clear, succinct, compelling way.

Qualifications:

- Experience with video-editing software and video production, including:
  - Adobe Creative Suite
  - Digital SLR Cameras
- Junior or Senior Standing with minimum 3.0 GPA
- Course experience in video production/graphic design
- Proficient in Microsoft Office

Benefits to Intern:

- Build your videography portfolio
- Class credit (if applicable)
  - Positive reference upon completion of successful internship

Other:
• This is an unpaid internship.

• Work approximately 10-12 hours per week with flexible work hours and days. We understand the demands of class attendance and coursework, therefore we offer a degree of flexibility to our interns to ensure their continued success at University.

• This internship will be completed at the WWU campus, with weekly check-ins and updates.

QUALIFIED CANDIDATES SHOULD EMAIL A RESUME, COVER LETTER AND WRITING SAMPLE TO:

Rick Tuttle at rt@kirkmanhousemuseum.org

Kirkman House Museum n Systems is an equal opportunity employer.