

Position Vacancy

Student Intern (Multimedia/Social Media)

OPEN TO: Undergraduate/Graduate student (non-U.S. citizens)
POSITIONS: Student Intern (Production Assistant/Volunteer)
OPENING DATE: June 17, 2014
CLOSING DATE: July 17, 2014
WORK HOURS: Part-time, minimum 15 hours/week
LENGTH OF HIRE: 3 months

The Public Affairs Section is seeking one to three undergraduate/graduate students, resident in the greater Tokyo area, for an unpaid internship.

BASIC FUNCTION OF POSITION:

The student intern will take photos at Embassy events and organize the photos both offline and online. She or he will assist in pre-production, production, and post-production of video content, as well as promoting photos and video content on Public Affairs social media sites. The intern will prepare photo and video slideshows for displays in the press office. She or he will also assist in managing the online magazine American View and promoting American View content using Public Affairs social media accounts.

QUALIFICATIONS REQUIRED:

1. Proficient in taking photos using digital single-lens reflex (DSLR) camera
2. Comfortable using both Windows and Mac computers
3. Experience in creating images using Adobe Photoshop or Illustrator
4. Experience in producing videos using HD digital video camera and Apple iMovie, Final Cut Pro or X, or Adobe Premiere Pro
5. Basic Knowledge of Microsoft Office (Excel, Word, and PowerPoint)
6. Fluent in Japanese
7. Excellent communication skills (verbal and written)
8. Ability to meet deadlines

ADDITIONAL SELECTION CRITERIA

1. All candidates for this position must submit their applications in English.
2. Applications must be received by the closing date.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. * Application form (DS-0174 Form/Read-only Form)
2. Certified transcript from university/college
3. * Statement of Interest written in Japanese
4. Statement of experience written in Japanese to include taking photo, creating graphic, and editing video

** Application form and Statement of Interest Form are available at
<http://japan2.usembassy.gov/e/info/tinfo-jobs.html>

SUBMIT APPLICATION TO:

Human Resources Office, U.S. Embassy Tokyo

Address: 1-10-5, Akasaka, Minato-ku, Tokyo 107-8420

Fax: 03-3224-5818