

Responsible To: Senior Director of Marketing

Task Description: The task of the photography design intern within the marketing department is to capture new imagery and video to add value to our advertisements/materials. In addition, the intern will edit and archive photos and videos, organize assigned photo/video shoots, and represent our organization at special events/programs. We ask that the intern employ creative thinking and technical skills to best showcase the Science Center experience across visual mediums — print, online, and social media display. In addition, the intern will use and further hone their graphic design training.

Responsibilities: Seeking a skilled student photographer/filmmaker/rising professional to capture the dynamic energy, educational value, and delightful experiences synonymous with the Science Center brand. Intern will achieve the following:

- Photograph and/or video record live events, programs, and activities at Carnegie Science Center (will schedule in advance). Tentative events known for summer 2022:
 - Snowball Day, River Weekend, MessFest, and pre-arranged Summer Camp shoot(s)
- Edit, improve, and resize photographs (as need) and/or videos to best meet the creative needs of projects — advertising, display, online, etc.
- Manage digital library of photography — label, file, and organize for optimal searching and ease of finding. Obtain signed photo release forms for each and every person photographs.
- Collaborate with the marketing team to originate new photography ideas and execute them.
- Take ownership of dedicated graphic design assignments
- Create assets that follow the Science Center brand and showcase an attractive balance of expressive typography, appropriate photography, and illustrated elements.

Skills Required:

- Enrolled / pursuing a degree in the arts, marketing, digital media, or related field, or a recent graduate/rising professional
- Strong interpersonal skills and ability to make others feel comfortable when being photographed
- Experience photographing events
- Proficient in Adobe Photoshop, InDesign, Canva, and Illustrator (software must be available on personal computer)
- Capable and confident with camera. Nikon DSLR available for intern use when on-site, but welcome to use own camera if preferred (and responsible for personal care of own equipment)

Skills to be Learned:

- Operations and unique challenges of a marketing department
- Coordinating, leading, and managing a photography unit
- How to establish a strong graphic identity for project topic and carry it out thoughtfully through multiple deliverables
- The inner-workings of a cultural non-profit organization

Training Methods:

- Required internship orientation session
- Intern will be trained through a show-and-tell method of learning our photo/video database
- Supervisor will propose and oversee intern's planning and execution of themed photo projects and shoots, including written proposals, shot lists, and editing choices
- Supervisor will introduce and provide direction for graphic design project, allotting for intern to prototype, develop and pitch various options, and then explore and execute the idea in full
- Supervisor will help intern develop a refined final portfolio of photographs and design material from the internship

Time Frame:

- 60-80 hours minimum during the semester, typically scheduled 6-8 hours per week for 10 weeks
- Dependent on intern's academic schedule/other commitments, we will assign regular office hours every week to assimilate to our office, gain a better understanding of Carnegie Science Center, and perform tasks related to photo management and multi-week themed photography assignments.

- On the side of event coverage, the intern will be expected and scheduled in advance to attend/photograph/video fall programming — i.e. 18+ Night (Friday evening, 6:30-8:30 time frame), press events, occasional weekend day/evening programs, and private photoshoots with acquired models.

Clearances

- Upon acceptance into the program, all interns are required to provide and pay for background checks and clearances. Act 33 and 34 Clearances are free for interns.
- Interns who have lived in Pennsylvania for at least 10 years must have their Child Abuse History Clearance (Act 33) and Criminal Record Check Clearance (Act 34).
- Interns who have lived in Pennsylvania for less than 10 years must have their Child Abuse History Clearance (Act 33) and Criminal Record Check Clearance (Act 34) plus an FBI Fingerprint Clearance (Act 114).

To Apply: Send a letter of intent, resume, a letter of reference from either an academic advisor or professor, plus a shareable photography portfolio (website or PDF book) showcasing range of work to:

Internship Program
Carnegie Science Center
One Allegheny Avenue
Pittsburgh, PA 15212

- OR -

VolunteerPrograms@CarnegieScienceCenter.Org