Terms of Reference

Title: Creative Media Intern

Duration: 3 months subject to extension

Starting Date: 10 November 2019

Duties and Responsibilities:

Assist in the following:

✓ Layout and design of information and communication materials (i.e. digital artwork, banners, posters, booklets, newsletters, presentations, leaflets, books, reports, calendars, bulletins, flyers, infographics, factsheets, etc.)
✓ Produce creative and innovative visual content
✓ Support documentation of field visits of various events through photography and videography.
✓ Contribute innovative design ideas for visual components of UNTIL events, outreach, and campaigns
✓ Creatively summarizing stories using digital artwork
✓ Assist in all aspects of video and photographic communications and contribute to planning and storyboarding
✓ Assist in the end-to-end process from storyboarding to logistics to shooting to editing and publishing
✓ Shoot or direct a variety of video styles (lectures, interviews, role-play scenarios, animations, etc.)
✓ Edit and manage video post-production projects and assets
✓ Film video and shoot photographs in studio and field environments
✓ Use existing original and stock footage to produce new videos

Core Competencies:

The following standard competencies apply to all UNTIL interns:

• Demonstrating/safeguarding ethics and integrity;
• Demonstrate corporate knowledge and sound judgment;
• Self-development, initiative-taking;
• Acting as a team player and facilitating team work;
• Facilitating and encouraging open communication in the team, communicating effectively;
• Creating synergies through self-control;
• Managing conflict;
• Learning and sharing knowledge and encourage the learning of others;
• Informed and transparent decision making
Qualifications and Experience:

1. University degree in the field of communications, public relations, business administration or related fields (3rd students and up).
2. Have the potential to deliver videos and graphic designs that succinctly and clearly tell the desired story.
3. Experience with Final Cut Pro or relevant Adobe Suite software (Premiere, Photoshop, InDesign, Illustrator, etc.)
4. Knowledge of digital videography and photography cameras and equipment

Serious applicants must submit their CV no later than Thursday, October 31, 2019 with the email subject line: Creative Media Internship at UNTIL Oct 2019 to Mr. Chand Kaushil at chand.kaushil@un.org