



Esplanade Association

POSITION DESCRIPTION: Video Production and Events Assistant

TYPE OF POSITION: Internship

POSITION OVERVIEW: The Esplanade Association seeks a part-time, paid Video Production and Events Assistant. The Assistant will primarily work closely with the Marketing & Events Manager to build a video portfolio and produce several short-form clips of digital media. In addition, the Assistant will assist with Esplanade Association events, as needed.

POSITION STATUS: This is a temporary, hourly position 20 hours a week, including evening and some weekend hours. This position may require lifting, transporting equipment to, from, and within the park, working with children, and working outdoors. Must be able to drive a golf cart and must be at least 18 years of age.

DESIRED DATES: 10 weeks, beginning in early July

DEPT/PROGRAM: Marketing & Events

REPORTS TO: Marketing & Events Manager

About the Esplanade Association

The Esplanade Association is a 100% privately-funded nonprofit organization that works to revitalize and enhance the Charles River Esplanade, sustain the natural green space, and build community by providing educational, cultural, and recreational programs for everyone. Working in collaboration with the Massachusetts Department of Conservation and Recreation, the Esplanade Association is dedicated to improving the experiences of the millions of visitors who enjoy Boston's iconic riverside park. More information can be found at esplanadeassociation.org.

Responsibilities:

80% Video Production

- Film and edit clips of park scenery, park visitors, and Esplanade programs
- Organize a library of B-roll park footage
- Record short videos for use on various mediums (Twitter, Facebook, Instagram); incorporate text and/or sound elements
- Assist with communication and marketing related to park events and programs, as needed
- Create one signature longer video (3-5 minutes) to provide an overview of the Esplanade Association's work

20%: Event Support

- Help plan for summer events by soliciting in-kind donations and ordering event supplies

- Help set-up and clean-up for the Summer Dock Party on Thursday, July 19
- May be asked to help organize and supervise activities for Children in the Park Wednesday morning field days
- May be asked to help set-up and clean-up for fitness classes in the park (e.g. assure signage and equipment are in place, manage sign-in sheets and waivers, make general announcements as needed, etc)
- May be asked to help staff other events, as needed, including potential Saturday events

Qualifications:

EXPERIENCE:

- Bachelor's degree completed or in progress in Art, Design, Film, or Photography
- Experience with video production (relevant experience can make up for lack of formal education)

SKILLS:

- Passion and ability to film, edit and produce video
- Proficient in Adobe CS, Premier Pro, Photoshop, After Effects, Lightroom, and other relevant software
- Ability to take initiative and execute on creative visions
- Comfort leading groups and public speaking
- Passion for parks, recreation, and open space a plus!

OTHER:

- Willingness to work in both an indoor and outdoor setting
- Must have a valid US driver's license
- Subject to Criminal Offender Record Information (C.O.R.I.) check
- Must have access to a camera with the capacity to take high-quality video footage, and be willing to use it to complete the tasks required of the internship
- Ability to work in downtown Boston (approximately 50% time in park at programs and 50% in office)

Application Process:

- Please email a resume, cover letter, and two references to info@esplanadeassociation.org with the subject line: "Video and Events Assistant [YOUR INITIALS]"
- Samples of past video work are requested.
- Candidates will be notified before references are contacted.
- Each file name should include applicant's last name.
- No phone calls, please.