African Studies Center Video Intern

**Overview of the Office:** The African Studies Center (ASC) is housed in the BU Fredrick S. Pardee School of Global Studies and it works to promote interdisciplinary research on the continent and educate future leaders and practitioners in African Languages. The main administrative staff consists of the Director, Assistant Director, Program Administrator, Outreach Manager, Publications Editor, and Publications Assistant.

**Position Description:** The ASC aims to showcase their student’s language skills through video. The intern will be responsible for creating videos, in which students from each of the seven languages offered will translate phrases and words to be edited together in a short video. The ASC Video Intern will be connected with students in each of the seven languages to record and edit together short videos for Instagram and TikTok.

**Responsibilities:**

- Coordinate recording sessions with the students who will be featured in the videos.
- Record videos of each of the student’s saying a variety of words and phrases in their languages of study.
- Edit the recorded videos using Adobe Premiere or Adobe After Effects.
- Editing the videos by include adding graphics, embellishments, and captions to videos.
- Upload the completed video to the student Google Drive folder, and send emails to the Communications Intern, to let them know when the videos are ready to be posted.
- Attend weekly meeting with supervisor to review progress

**Requirements:**

- Self-starter who is able to work fairly independently with little oversight
- Prior experience filming using a camcorder required
- Organized and with high-level of attention to detail required
- Prior experience with Adobe Premiere or Adobe After strongly preferred
- Interest in videography, production, African studies or international relations strongly preferred
- Willing to train the right candidate

**Professional Development**

Upon completing this internship, the intern will have extensive practice in video recording and editing. The intern will receive feedback on editing and opportunities to learn new skills in editing. The videos would serve as great contributions to a portfolio or as work samples for students looking for future employment in production, videography or social media management.