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MISSOURI DIVISION OF TOURISM 2016/2017 INTERNSHIP OPPORTUNITIES

TITLE	DESCRIPTION	SEMESTER	PAID/UNPAID
Photographer/Videographer	<p>This position will assist with taking photos of or filming destinations, events and tourist attractions for use by the Missouri Division of Tourism (MDT).</p> <p>The scope of these projects is varied but will require:</p> <ul style="list-style-type: none"> • Strong administrative skills including proficiency with the Microsoft Office Suite, plus Photoshop. Proficiency in Lightroom and Premiere Pro preferred. • Excellent written and oral communication skills and general organizational skills. • Demonstrated proficiency in shooting with a DSLR camera or other broadcast-quality professional video camera. • An ability to maintain and operate a variety of video equipment, edit footage and stay up-to-date with current technologies. • The ability to storyboard. • Travel within Missouri. (MDT will reimburse for expenses incurred in accordance with Department of Economic Development travel guidelines.) <p><i>Duties might include:</i></p> <ul style="list-style-type: none"> • Seeking out destinations, events and tourist attractions for photography and filming. • Planning and management of photo shoots or event/festival-scale filming productions (live events, short videos) for use in such mediums as VisitMO.com, Blog.VisitMO.com, VisitMO social channels or Missouri's Travel Guide. • Editing video footage. • <i>See Communications/Social Media Internship description.</i> 	Fall 2016, Spring 2017, Summer 2017	Paid

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TITLE	DESCRIPTION	SEMESTER	PAID/UNPAID
<p>Communications/ Social Media</p>	<p>The scope of these projects is varied but will require:</p> <ul style="list-style-type: none"> • Strong administrative skills, including proficiency with the Microsoft Office Suite. Photoshop, Illustrator and Lightroom knowledge preferred. • Excellent written and oral communication skills and general organizational skills. • Proofreading, fact checking skills and detail oriented. • Social media experience is required, along with knowledge of social community management tools such as Hootsuite. • Social channel knowledge must include: Facebook; Instagram; Snapchat; Twitter; Pinterest. • The ability to multi-task, take initiative, work well under pressure and meet deadlines. <p>Duties might include:</p> <ul style="list-style-type: none"> • Assisting with writing projects regarding Missouri attractions and destinations. • Updating and maintaining databases. • Writing or revising website listings and newsletter articles. • Assisting with media tours. • <i>See Photographer/Videographer Internship description.</i> 	<p>Fall 2016, Spring 2017, Summer 2017</p>	<p>Paid</p>
<p>Film Office Assistant</p>	<p>We are seeking students with excellent communication skills who want to learn how the film industry works, and contribute to the film commission's efforts to promote and expand the film industry in Missouri.</p> <p>Duties might include:</p> <ul style="list-style-type: none"> • Assisting film office staff in responding to information requests from industry professionals and the general public. • Performing specific film/location research projects. • Reading scripts, preparing synopses and location breakdowns. • Performing routine clerical tasks such as data entry, photocopying and mailing. • Updating and maintaining databases and organizing photo and video files. • Assisting with photography, video and social media projects, as needed. 	<p>Fall 2016, Spring 2017, Summer 2017</p>	<p>Paid</p>