



Tidewater Arts Outreach

Videographer/ Interviewer Intern Unpaid Position Description

Tidewater Arts Outreach shares the joy and healing power of quality arts experiences with people who have limited access to the arts due to health, economic or social circumstances.

Reports to: Grants Manager

Hours: After initial in-office project orientation, this opportunity will require **2+ hours/week to start**. Intern will attend and document off-site programs at facility locations throughout Hampton Roads and submit results to Tidewater Arts Outreach.

Description: To help make grant applications more successful, Tidewater Arts Outreach (TAO) is seeking a dedicated, skilled college Intern who will report to TAO's Grants Manager.

The selected Intern must be willing to:

- Attend first program with Grants Manager for project training and orientation.
- Attend multiple TAO programs presented for senior citizens
- Have his/her own transportation/vehicle.
- Preferred: Have his/her own video camera w/basic audio capability
- Submit footage in a timely manner.

This is an important role! Gathering video footage of testimonials has the potential to help increase the success (funding) of TAO grant applications. Alternatively, **this project may be taken on by a team of two Interns who divide/share the duties (perhaps two film students, journalism or media students).**

Project Details:

- Use TAO's small, simple video camera (or another of better quality, if the Intern has access to one) to conduct and film interviews with senior citizens during and after TAO programs. Our goal is to document that our arts programs make a difference in participants' lives.
* Video editing skills aren't required, but would be most welcome and very helpful.
- Possess **strong people skills** to interview program participants (elders) in such a way that impactful quotes are elicited to effectively demonstrate program impact. Gentle persistence is important. The Intern will likely need to continue interacting and asking additional/leading questions if the first things a client says aren't particularly engaging. (Taking some still photos would be helpful as well.)
- **Some Intern assistance may be needed in the TAO office, prior to programs**, requesting permission from Facility Staff (by phone) to confirm permission for filming and photographing participants. In accordance with HIPPA regulations (Health Insurance Portability and Accountability Act) an important aspect of this position will be to obtain signatures on **TAO's Release Form**. This process requires good communication skills to determine which facilities may already have blanket permissions in place, and/or which senior participants can give their permission only through their designated representative or Power of Attorney.



Tidewater Arts Outreach

Skills, Education and Experience

- Desire to support mission and work of TAO
- Interviewing and videography experience (Video editing experience helpful.)
- Ability to understand and comply with HIPPA confidentiality requirements
- Understanding of TAO's mission and the ability to convey it through video interviews
- Willingness to learn about TAO by attending programs, meeting volunteers, and working with staff members
- Organizational and time management skills
- Ability to work independently, seeking key guidance

Ideal candidate will have an interest in the arts, geriatrics, grant writing, social work, and/or nonprofit management, and be able to commit 2-6 hours per week.

Intern must supply a copy of current driver's license or Government issued ID for identification purposes. All Interns are subject to a background check.

Applicants will be accepted on an ongoing basis. Please complete a [Volunteer Application](#), submit **resume and cover letter**, along with the days and times you're available to Volunteers@TidewaterArtsOutreach.org .

Sample Interview Questions

Music Programs:

- How did participating in today's music make you feel?
- What memories did today's music bring back for you?
- What did you like best about today's music?

Visual Art Programs:

- How did (painting/creating a collage/etc.) today make you feel?
- What did you like best about (painting/creating a collage/etc.) today?