



## Video Development Intern Internship Application

**Job Type:** Internship

**Time Commitment:** 15-20 hours per week

**Work Location:** Brooklyn, NY (In-Person preferred, Remote option available)

**Description:** The *Completed Life Initiative* (“CLI”) was founded in 2019 in an effort to advocate for self-determination at the end of life, exploring what it means to have lived a “completed life,” and how to preserve dignity and personal autonomy at the very end. In the past year, CLI has grown a community to include a listserv comprising 1500+ individuals. For 2022, CLI plans to host many interactive webinar events, develop an extensive network of partner organizations, and expand our audio/video resource library.

To help in these endeavors, we are looking for a **Video Development Intern** to work with our Outreach team to increase the quantity and quality of CLI’s video content. The intern must be a passionate and proactive self-starter, who is disciplined and motivated to work independently given flexible work hours, with tight turnaround times and time-sensitive deadlines. The intern will demonstrate honesty, punctuality, a cooperative and collaborative attitude, and a willingness to learn.

### **The internship will involve:**

- Active collaboration with CLI’s Program Director and other team members to develop, plan and produce video content for educational, advocacy, and informational purposes
- Assistance with the creation and development of the CLI YouTube channel
- Familiarizing yourself with CLI’s existing video archive and strategizing ways to utilize this content in the creation of short form videos
- Weekly check-in meetings with CLI’s Program Director

### **Requirements:**

- Recent 4-year college graduate or current graduate student
- Experience with video production including filming, lighting, editing, and distribution
- Strong analytical, planning, and communication skills
- Highly developed writing skills with the ability to produce written copy quickly
- Willingness to learn, collaborate with colleagues, and respond within 1 business day to task delegation and task management in Asana
- Existing portfolio of video content or experience running a YouTube channel

### **Additional Qualifications:**

- An interest in end-of-life options, bioethics, death and dying, law, and/or philosophy
- Experience working in a non-profit environment
- Graphic Design experience a plus



## Video Development Internship – Summer 2022

By completing this form, you acknowledge that you are either a recent college graduate or current graduate student. Please take a moment to carefully complete the following application to the best of your ability.

Once you have completed this questionnaire, please save the document as “**Completed Life Initiative\_Video Internship\_YOUR NAME.doc**” and **email it, along with your most updated CV/Resume, to [info@completedlife.org](mailto:info@completedlife.org).**

**REQUIRED: Please format the email subject header as “APPLICATION – Video Internship.”**

Name:

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Alma Mater:

Email:

Timezone:

Phone number:

Date of Birth:

Pronouns:

**Why are you interested in becoming a Video Development Intern?**

Answer:

**What is your experience with editing video, audio, or other kinds of digital content?**

Answer:



**At Completed Life, new projects arise continuously, where quick turnaround times are critical to keep organizational programs running seamlessly. Describe how you prioritize your time in response to a deadline.**

Answer:

**Describe how you manage your time and stay organized.**

Answer:

**What's one thing we should know about you that we might not be able to glean from your CV/resumé?**

Answer: