



VIDEO PRODUCTION TEAM

[2019-2020 interns]

WELCOME!

Congratulations on starting your internship with the U.S. Department of Veteran Affairs Video Production team! As an intern, your job will be to assist with creating content to be posted on different platforms on our social media channels. Our hope is to bring awareness to Veterans and Veteran issues via social media and technology. Please take the time to read the document below, watch any videos associated with your channel or role and ask questions if you cannot find the answers in the provided materials. Again congratulations on your internship and your assistance in bringing awareness to those that have served.

WHERE DO I START?

The first step has already begun. You have been chosen as an intern and received an invitation to a social collaboration app called Slack.

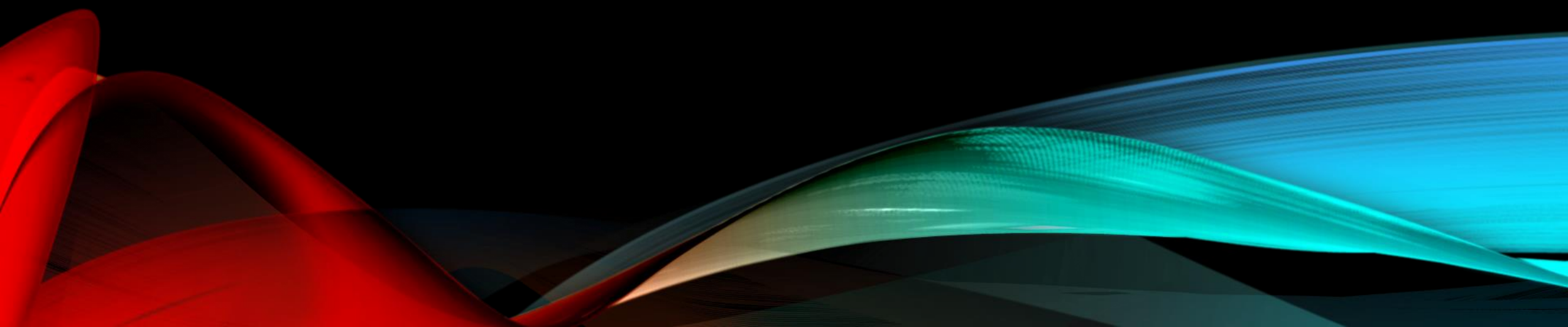
Please see the video “How to use Slack”

Once you are set up and acquainted with Slack, you will be introduced to your team and Department Head(s). From here, you will look for the documents on the left side on each channel that will explain your role within the channel. Your Department Head(s) will invite you to the corresponding Trello board.

Please see the video “How to use Trello”

HOW DO I GET CREDIT FROM MY INSTITUTION FOR THIS INTERNSHIP?

You need to ask your institution what its protocol is for receiving credit. College officials may ask that a form or two be completed by your site supervisor. If this is the case, please send the form with an explanation of the required information to your Department Head and they will happily send the information along to the appropriate person.



WHAT DO I DO?

- As videographers, your job is to create visually appealing and informative videos for a variety of purposes. Our main focus is to find interesting stories about Vets and Veteran organization, but we have also helped with other video production aspects as they are passed down from the DME. Basically, we create the content for viewing on different media sites.
- You are required to find events and Veteran stores in your area to cover. The expected deliverable content is three or more videos during the time of the internship. You are also to maintain an active presence in Slack in the case side projects are passed down from the DME.

WHERE SHOULD I BE GETTING WORK FROM?

- You should identify a store idea or opportunity, get approval from DME representative and then begin filming and production.
- Side jobs are passed down from DME staff and assigned on a voluntary basis unless it is needed to directly assign a project.

RULES

- Video Production software and equipment is required. if you do not own the equipment or software. You can work with your school's Video/Communication department to rent and use the required software and equipment.
- Stay active in communication, report and ask questions and, ensure all administration materials is completed.

I PUT IN MY 10 HOURS, NOW WHAT?

On Thursdays, a weekly report is due. You will write up a summary of what you did for the week, how many hours you worked, address questions or concerns, and ideas of what you will do for the following week. Below is a template you will need to follow when submitting your weekly report. It is also vital that you write “Weekly Report” in the subject line. You will send your weekly report to your Department Head(s), Dom, and Jennifer. Their email addresses are listed below:

Dominique Ramirez- Dominique.Ramirez@va.gov

Jennifer Moreno – Jennifer.Moreno419@gmail.com

WEEKLY REPORT TEMPLATE

Dear all,

A) Questions/Concerns:

B) Approximation of Hours:

C) What I Did For The Week... (Please add headlines, Card Names, ETC)

D) What I Hope To Do For The Next Week...

