**DiversityU: A series of short docu-narratives telling our stories.**

Northern Arizona University is a diverse mecca filled with vibrant personalities that make the fabric of our campus special and unique. People from all over the world decide to attend NAU and interweave themselves within the Flagstaff community. Inclusion and Multicultural Services seeks to capture a snap shot of this diversity through our DiversityU project by presenting short docu-narratives from members of the NAU and Flagstaff communities in an effort to define who we are at this moment in our collective history. Because, no matter where we come from, whether it be from Tucson, Arizona, New York City, California or Saudi Arabia; we all have a story to tell. We can all learn from our stories. It is our stories that embed us into the fabric of human history.

**Position Overview**

IMS is in search of two DiversityU Interns that will be responsible for developing and creating short docu-narratives that concentrate on the individual stories of faculty, staff, students at Northern Arizona University and Flagstaff community members. This will include filming, cutting, and editing film footage as well as seeking volunteers to participate in the DiversityU project. The interns will work closely with the Assistant Director of the Inclusion and Multicultural Services Office in developing and implementing the DiversityU project.

**DiveristyU GOALS:**

* Document NAU’s diverse community
* Get the NAU community connected through storytelling
* Personalize NAU community members
* Provide a safe platform for the campus to share their personal experiences, values and goals
* Create community learning through storytelling
* Create and foster a united community
* Build communal cultural competencies

**INTERNSHIP LENGTH:**

This internship is for the spring 2016 semester, with option to extend for an additional semester to meet learning outcomes and functional responsibilities.

**COMPENSATION:**

This internship is unpaid, however, IMS is willing to work with the selected candidate to identify learning outcomes that may make it possible to gain academic credit for this hands-on, practical experience.  Additionally, the selected candidate will be supported in developing a network of professionals across campus who may benefit them in their future career.

**Functional Responsibilities (including but not limited to):**

* Work 12-15 hours per week
* Coordinate and organize docu-narratives film projects
* Develop a list and contact faculty, staff, students, and Flagstaff community members in order to schedule and conduct interviews for the DiversityU docu-narratives project
* Work with and manipulate raw camera footage, dialogue, sound effects, graphics, special effects and etc.
* Work with audio, lighting, camera-work, and logging
* Work on various pre and post-production efforts from editing to motion graphics, DVD design
* Developing and maintaining the DiversityU docu-narratives gallery and social media pages such as the DiversityU YouTube account
* Complete four docu-narratives per semester per intern
* Other responsibilities as assigned

**Education Requirements:**

Undergraduate or Graduate student attending Northern Arizona University

**Grade Point average Requirement:**

The Intern must have and maintain a 2.5 GPA or higher

**REPORTS TO:**

The selected intern will report to Yoleidy Rosario, Assistant Director for Inclusion and Multicultural Services.  The selected intern will have regularly scheduled meetings with their supervisor to review projects and discuss what they are learning.  The selected intern will receive appropriate resources, equipment, and facilities to support their learning and responsibilities.

**Required Skills, Knowledge, and Experience:**

* Previous experience with film, video production, camera skills, and sound editing
* Experience with documentary shooting & pre and post-production digital processes
* Ability to rearrange and splice footage that has already been shot and insert music, sound, or optical effects
* Experience with video-editing software and video production
* Be familiar with operating film and camera equipment
* Must have exceptional written and verbal communication skills
* Strong attention to detail and organization skills; ability to meet deadlines
* Strong leadership and management skills; the ability to coordinate and direct others
* Ability to be creative
* Ability to maintain a professional demeanor
* Knowledge and experience with Microsoft Word, Publisher, PowerPoint, Excel, Internet, and Outlook
* Attend and participate in required trainings and meetings
* Must be committed to inclusion and diversity
* Must have a positive attitude and high energy
* Possess good judgement skills
* Ability to complete tasks with minimal supervision
* Ability to work individually and part as a team

**How to apply:**

* Interested candidates must submit a resume and cover letter to Yoleidy Rosario at [yoleidy.rosario@nau.edu](mailto:yoleidy.rosario@nau.edu) by December 14, 2015
* Interested candidates must submit a sample of their original work, either a short-film or short-documentary project (5-20 minutes) by December 11, 2015 to Yoleidy Rosario at [yoleidy.rosario@nau.edu](mailto:yoleidy.rosario@nau.edu) by December 14, 2015