



**Volunteer – Media Production
Role Description**

As a volunteer, you will have the opportunity to meet new people in an upbeat and energized environment. The skills you gain in this position are transferable to any job you take in the future. CCMW will be happy to provide you with references.

Main Duties:

- Filming events, developing storyboards and creating short videos
- Editing footage and adding text, music and graphics
- Taking pictures at events
- Creating/ sourcing copyright free music for video clips
- Creating short videos from old footage for website
- Translating print materials into video

Skills:

- Excellent analytical skills and the ability to work through problems in a methodical manner
- Strong administration and communication skills
- Experience with and interest in graphics programs, such as Adobe Creative Suite
- Ability to work independently and as a team player
- Experience operating a Digital SLR Camera
- Experience filing and taking pictures
- Experience with video editing programs, specifically Final Cut Pro
- Punctuality and consistent attendance are a must
- Professionalism

Length of Position:

- January to April
- May to August
- September to December
- Full academic year

Remuneration:

As CCMW is depended on project funding, we are unable to offer paid positions. However, we do provide volunteers with reference letters based on performance and opportunities to network and meet other leaders in the not-for-profit sector.



Hiring Process:

Please submit your cover letter and resume to Sahar Zaidi, Projects Coordinator (contact information below). After submitting your application, if you have been selected for a phone interview, you can expect to hear from us within approximately one week.

To apply, kindly send your resume and cover letter via email to:

Sahar Zaidi
Projects Coordinator
Email: projects@ccmw.com