

UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT



VACANCY ANNOUNCEMENT

March 28, 2023

Reference No.: FY 23-20

Position Title: Summer Intern – Video Production
Location: Thurgood Marshall U.S. Courthouse, Headquarters Library, New York, NY
Salary Range: \$18 to \$22 per hour
Depending on experience and qualifications
Closing Date: April 30, 2023
Expected Start Date: May 22, 2023

The production of videos has become an important medium for archiving historic events, providing instruction, and yielding countless hours of amusement. Here is your opportunity to produce and make this summer memorable with an experienced team. We are seeking innovative, forward-thinking filmmakers with keen perspectives to build treatments from ideas for documentaries and assist with the development of effective visual storytelling.

POSITION OVERVIEW: An incumbent in this position should have a grasp on all of the following: pre-production, cinematography, and post-production. Competency in Adobe Creative Suite software, especially its video and audio components, is critical. Tasks may include, but are not limited to:

- Preparation of script outlines and storyboards.
- Assist in filming and sound recording footage.
- Research appropriate b-roll and other illustrative materials.
- Arrange rough cut, editing footage, and logging film.
- Manage location and equipment logistics.
- Provide input on appropriate equipment.

QUALIFICATIONS: The position requires a high school diploma or equivalent. To qualify for a higher rate of pay, applicants must have either: (i) one year (30 semester or 45 quarter hours) of education beyond high school; or (ii) one year of general work experience involving audio/visual and telecommunication experience or other work that indicates the possession of, or the ability to acquire, the knowledge and skills needed to perform the duties of the position. Applicants must be able to work at least 20 hours per week from Monday through Friday, 8:30am - 5:00pm, for a total of six weeks. More than one position may be filled. This position may be extended.

Must demonstrate working knowledge or expertise for some or all of the following: Windows 2000/NT/XP/Vista, Unix, Mac OS, iOS Swift and Android; HTML5, XHTML, XML, XSL, CSS, Javascript; Adobe Acrobat

Professional; Adobe Creative Suite, especially Photoshop, Illustrator, In Design and Flash, Fireworks, Dreamweaver; Digital Video; SharePoint; Microsoft Office Suite.

CONDITIONS OF EMPLOYMENT: Must be a U.S. citizen or lawful permanent resident seeking U.S. citizenship. Positions with the U.S. Courts are excepted service appointments, which are “at will” and may be terminated with or without cause. All interns are subject to strict confidentiality requirements. The candidate(s) selected for the position will be brought on provisionally pending the results of a background investigation. Direct deposit of pay required. All employees must be fully vaccinated against COVID-19, absent an approved medical or religious exemption, and submit proof of full vaccination prior to start.

TO APPLY: Please email a cover letter, resume, and sample work product **as a single PDF attachment** to resumes@ca2.uscourts.gov, subject line: “Video Production Internship, Reference No. FY 23-20.” Your cover letter should include your summer availability and best means of contacting you. The work product could be a link to a website you’ve designed or video you’ve edited, or a self-edited writing sample (limited to 5 pages). **When saving your documents as one PDF, it is important to name the file using only your firstname_lastname.** Incomplete applications will not be considered. Only candidates selected for an interview will be notified. No phone calls, please.

THE UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT IS AN EQUAL OPPORTUNITY EMPLOYER.