

Substantial Video Editing Internship Job Description

Substantial is seeking an Intern to support with video editing and captioning. You will be supervised by Substantial's Director of Teaching and Learning, who will provide coaching and guidance to develop your professional skills while completing projects.

Substantial powers [SubSchool](#), an online course and collaboration platform for substitute teachers to build their skills and connect with peers. SubSchool includes nearly 100 short (1 -5 minute) videos, featuring the voices of substitute teachers and education experts, sharing their wisdom, knowledge, and tips. **The Video Editing Intern will help to refine and increase the accessibility of our current video catalog, and may support the creation of new videos.**

Internship projects may include, but are not limited to:

- Captioning Existing Videos
- Adjusting Volume Levels on Existing Videos
- Smoothing Cuts on Existing Videos
- Suggesting Edits or Changes to Existing Videos
- Supporting New Video Development

Qualifications:

- Completed or working toward a college degree (AA or BA), preferably in a related field (e.g., Video Editing, Video Production, Communications etc.)
- Desire to learn more about working in nonprofits & education-sector organizations
- Familiarity with Camtasia editing software, or access to a high-quality alternative
- Strong organizational skills and attention to detail
- Good interpersonal skills
- Commitment to Substantial's mission to unlock the potential of substitute teaching
- Proficiency with Google Suite - email, docs, sheets, forms

Logistics:

This is a remote, part-time, temporary internship, and is **paid** at \$18 per hour (up to 80 hours; e.g. 5 hours per week for 16 weeks). This position is not eligible for benefits.

Substantial is a fiscally sponsored project of Playworks Education Energized, so you will be an employee of Playworks and subject to Playworks policies and procedures.

How to Apply

Send an email to jobs@substantialclassrooms.org with your **resume** and **short cover letter**, ideally attached in a single document.

When you're writing your cover letter, please include responses to the following questions:

1. What is your experience with video editing?
2. What is a professional or educational experience that demonstrates your organizational skills and attention to detail?

Our Commitment:

We are committed to racial equity, and we make a particular effort to recruit people of color, indigenous people, gender non-binary people, and people with historically more marginalized identities to apply for open positions. Our core values of inclusion, respect, healthy community and healthy play are the foundation of our organization and are infused in all aspects of our work.

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. If that is you, don't hesitate to apply and tell us about yourself!

As an equal opportunity program, Playworks encourages applications from all individuals regardless of age, gender, gender identity/expression, race, ethnicity, sexual orientation, marital status, physical ability, or any other legally protected basis. Playworks evaluates all candidates for employment, volunteering opportunities or board service on a merit basis.