

To be completed by the HIRING MANAGER and reviewed with the HUMAN RESOURCES MANAGER. The purpose is to provide details on the functions and responsibilities of the position along with the ideal qualifications and competencies.

POSITION TITLE:	VIDEOGRAPHER INTERN	REPORTS TO:	DIRECTOR, MARKETING & COMMUNITY RELATIONS
DEPARTMENT:	MARKETING	DIRECT REPORTS	NA
LOCATION:	VICTORIA	COMPANY:	WEST COAST HOCKEY

POSITION SUMMARY

The **Videographer Intern** will assist with creating content for the Royals' social media channels on game days and complete assigned video projects weekly. Key responsibilities include supporting the marketing department by creating and executing video projects to enhance digital touchpoints. Additionally, they will provide social media support during community, Junior Royals and Hockey Canada Hub events; help enhance the team's digital presence and gain hands-on experience in videography.

KEY RESPONSIBILITIES

- Assist in planning, shooting, and editing video content for digital and social platforms.
- Support pre-production tasks including storyboarding, shot lists, and equipment setup.
- Capture high-quality video footage at events, interviews, and in-studio shoots.
- Edit video content using software such as Adobe Premiere Pro, After Effects, or similar tools.
- Collaborate with marketing and creative teams to align video content with brand strategy.
- Manage and organize video assets, footage libraries, and project files.
- Ensure consistency in branding, tone, and visual style across all video outputs.
- Assist with audio recording, lighting setup, and basic production logistics.
- Stay up to date with video trends, editing techniques, and platform best practices.
- Support content optimization for various platforms (Instagram, TikTok, YouTube, etc.)
- Conduct basic post-production tasks including color correction, sound editing, and captioning.

COMPETENCIES

CULTURAL SKILLS AND REQUIREMENTS

- Strong passion for sports, especially hockey.
- Strong interest in photography/videography with a friendly and approachable demeanor.
- Excellent attention to detail, organization skills and time management skills.
- Proven communication and writing skills.

TECHNICAL SKILLS AND REQUIREMENTS

- Proficiency in video editing software (Adobe Premiere Pro, After Effects, Final Cut Pro).
- Basic motion graphics and animation/willingness to learn.
- Knowledge of camera settings (ISO, aperture, shutter speed, white balance).

- Lighting setup and techniques (natural and studio lighting).
- Familiar with puck tracking/willingness to learn.
- Experience with color correction and color grading.
- Experience or proficiency in using social media as a professional medium.
- Comfort with recording and editing on the fly for live events.
- Proficiency with Microsoft Office (Word, Excel, and PowerPoint) is required.

LOGISTICAL REQUIREMENTS

- This is an **unpaid internship**
- Eligible for **volunteer hours and/or academic credit**, where applicable
- Potential opportunity to **extend the internship into the hockey season or future employment**, based on performance and organizational needs.

This is an in-person, located at Save-On-Foods Memorial Centre. The expected work hours range from 20 to 25 hours per week, with flexible scheduling to accommodate both academic commitments and business requirements. It is a requirement of the position that candidate is available to be on-site for all Royals home games, set up an hour before puck drop. Editing and additional tasks assigned may be completed remotely.

KEY PERFORMANCE INDICATORS (KPIs)

The KPIs are established based on the duties and responsibilities and discussed with the direct supervisor and department manager. Individuals are responsible for meeting/exceeding their goals.

APPLICATION PROCESS:

For the Videographer internship email your resume cover letter and work samples to mia.reeves@victoriaroyals.com. Include your name, email, and phone number to best contact you at.