

Position Vacancy

## **Student Intern (Public Affairs Section)**

**OPEN TO:** Undergraduate/Graduate student (non-U.S. citizens)  
**POSITIONS:** Student Intern (Production Assistant/Volunteer)  
**OPENING DATE:** December 6, 2016  
**CLOSING DATE:** December 20, 2016  
**WORK HOURS:** Part-time, minimum 15 hours/week  
**LENGTH OF HIRE:** 3-6 months

The Public Affairs Section of the U.S. Embassy in Tokyo is seeking one to three undergraduate/graduate students, resident in the greater Tokyo area, for an unpaid internship.

### **BASIC FUNCTION OF POSITION:**

The student intern takes photos at the Embassy related events, and organizes and archives them online and offline. S/he assists in pre-production, production, and post-production of video contents, and promoting photo and video contents on Public Affairs' social media accounts. S/he prepares photo and video slideshows for displays in the press office. S/he assists in managing the online magazine American View website and promoting American View contents using Public Affairs' social media accounts.

### **QUALIFICATIONS REQUIRED:**

1. Proficient in taking photos using digital single-lens reflex (DSLR) camera
2. Comfortable using both Windows and Mac computers
3. Experience in creating visual images using Adobe Photoshop or Illustrator
4. Experience in producing videos using HD digital video camera and Apple iMovie, Final Cut Pro or X, or Adobe Premiere Pro
5. Basic Knowledge of Microsoft Office (Excel, Word, and Power Point)
6. Fluent in Japanese
7. Excellent communication skills (verbal and written)
8. Ability to meet deadlines

### **ADDITIONAL SELECTION CRITERIA:**

1. All candidates for this position must submit their applications in English.
2. Applications must be post marked by/on the closing date.

### **TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

1. \*Application form (DS-0174 Form/Read-only Form)
2. Certified transcript from university/college
3. \*Statement of Interest written in Japanese

4. Statement of experience written in Japanese to include photos taken with a camera, computer generated photos and graphics, and video editing

\*\* Application form and Statement of Interest Form are available at  
<http://japan2.usembassy.gov/e/info/tinfo-jobs.html>

**WHERE TO APPLY:**

By mail: Human Resources Office, Ms. Morimoto  
1-10-5, Akasaka, Minato-ku, Tokyo 107-8420