**Internship Position:** *(i.e. SWO Intern, RCMP Intern…)*

Operations Section Intern

**Semester/Year:**

Spring 2022

**Intern Supervisor:**

Taylor Cheney/Paige Levanti

**Internship Objective/Job Description:**

Provide expertise or experience using Adobe Captivate, Adobe Photoshop, or other video editing software in the development of infographics and instructional videos for the State Watch Office (SWO) and All-Hazards Incident Management Team (AHIMT) Program. Assist in the development of short job aids and videos related to specific tasks in the SWO and AHIMT Program. Attending trainings, meetings, and other courses related to the programs in order to understand the material and develop skills within the field.

**Please list specific project tasks intern is expected to complete during internship tenure:**

Completion of instructional/training videos and information graphics: For External Stakeholders (counties, agencies, SERT Partners, etc.) For Internal Stakeholders (trainings for operators and users within agency/program) In-house trainings (for operators: interactive vs. informative) AHIMT Program tools (application process, PTB Submission process, review process, etc.)

**Desired Skills/Experience:**

Familiarity with Adobe products (Captivate, Photoshop, etc.) Experience with video shooting and editing

**Training/Prerequisites required or recommended:**

Experience with video shooting and editing required

**Desired Majors (Specific majors or “open to all”):**

Open to All

**Will there be opportunities for travel? If so, explain:**

Not at this time, however, there may be a deployment of an AHIMT that we would want captured

**Can this internship be completed virtually?**

No, candidate must be in Tallahassee to accomplish video shooting