

## **BRAC Internship Description**

**Department:** Communications

**Unit:** Audiovisual Unit

**Duration:** 3 months

**Starting date:** 25 February 2018

**Application deadline:** 17 February 2018

**Location:** Head Office, Dhaka

**Working hours:** 9.00am to 5.00pm, Sunday to Thursday

**Supervisor's name & designation:** Shamim Hossain, Senior Officer

**Supervisor's email address:** shamim.hm@brac.net

### **Programme/Enterprise Description:**

Audio Visual Unit tells BRAC's story, and the stories of the 110 million people they work with to the world.

### **Purpose of internship:**

The intern will support the audio-visual team with photography, videography, curation, storage and usage.

### **Intern's responsibilities:**

- a) Editing, sorting and storing photos and videos
- b) Transcribing videos and adding subtitles
- c) Supporting AV team during filming and photoshoots
- d) Drafting social media content

### **Requirements**

a) Educational background

- Level: Minimum Bachelor's
- Subject: Media Studies and Journalism/Photography and Filmmaking

b) Language proficiency:

- Bangla

Spoken/Written: Basic

- English

Spoken/Written: Basic

c) Knowledge/skills/competencies:

- Experience in photography/videography
- Skills in using Adobe Photoshop/Lightroom
- Basic knowledge in Adobe Premiere/Final Cut Pro