Job Description

Position Title: Paid Intern - Graphic Designer/Video Editor
Duty Station: Kathmandu, Nepal
Duration: Six Months (with a possibility of full-time employment)
Working Hours: Full Time
Application Closing Date: 15 March 2020

Organizational Background

ChildSafeNet is a non-profit non-governmental organization, established with a mission to make digital technology safer for children and young people. ChildSafeNet works with children, young people, parents, schools, colleges, government, the media, the private sector, NGOs and international organizations. We work to raise awareness on safer use of the Internet and digital devices to protect children and young people from Internet addiction, online sexual abuse and exploitation, cyber-bullying, phishing, gaming addiction and to promote digital literacy.

Job Purpose

The Intern - Graphics Designer/Video Editor is a crucial member of the organization. The job description includes the entire process of defining requirements, visualizing and creating graphics including illustrations, logos, layouts and photos. S/he contributes original and creative ideas for graphics content development and collaborates with content developers to ensure that graphics designs are in line with the contents. S/he regularly develops graphics designs for ChildSafeNet’s website, social media pages and print materials and shapes the visual aspects of websites, social media posts, books, magazines, product packaging, exhibitions and more.

Furthermore, s/he independently edits organization's videos for online and offline broadcasting and develops final video contents that align with directors' vision' and organization’s mission to tell cohesive stories.

Description of Duties

Graphics Designing

• Prepare and plan design concepts by gathering relevant information and materials in line with the organizational design style guide
• Illustrate concepts by ideating layout of art and copy regarding arrangement, size, type size and style, and related aesthetic concepts using appropriate graphics design software
• Complete projects by coordinating with outside agencies, art services, printers, etc., as required
• Maintain technical knowledge by attending design workshops; reviewing professional publications; and participating in professional societies
• Contribute to team effort by accomplishing related results as needed

Video Editing

• Coordinate with the video production team to gather requirements and specifications
• Review shooting scripts and raw materials to create shot decision lists based on scene values and continuity
• Trim footage segments and put together the sequence of the film
• Input music, dialogues, graphics and effects
• Create rough and final cuts
• Consult with stakeholders from production to post-production process
• Continuously discover and implement new editing technologies and industry's best practices to maximize efficiency
Qualifications and Experience

- Proficiency in using graphics design & digital publication software packages (e.g., Photoshop, InDesign, Illustrator, Dreamweaver and MS Publisher)
- Experience in developing graphics design for websites, social media pages and print media, desirable
- Familiarity with special effects, 3D and compositing
- Creative mind and storytelling skills
- A creative flair and a strong ability to translate requirements into design
- A good portfolio of illustrations or other graphics, desirable
- Good video editing ability with a strong portfolio
- Knowledge of timing, motivation and continuity
- Ability to use video editing software applications (e.g., Premiere Pro, After Effects, Lightworks and Final Cut)

Personal Attributes

- A strong commitment to protection of children and young people online
- Willingness to learn and keep abreast of developments in the field of cyber safety for children and young people
- Ability to think analytically, strategically and critically, and outside-of-the-box
- Creative, flexible and detail-oriented
- Sound planning and organizational skills (including self-management and time-management)
- Excellent timely communication manner – online, telephone and face to face
- Excellent interpersonal skills, including ability to operate effectively across organizational boundaries
- Strong listening skills and an openness to new ideas
- Ability to take own initiatives but also work as a part of the team in a multicultural environment
- Excellent organization skills with ability to plan and prioritize tasks to meet tight deadlines

Application Process

Interested applicants are requested to submit their application with a a cover letter, stating your motivation & how you can contribute in this role, a curriculum vitae, a portfolio, preferably with four samples of work and a recent photograph to info@childsafenet.org, by 29 February 2020, with "Intern - Graphics Designer/Video Editor" as the subject line. Short-listed candidates will be contacted for a written test.

Equal Opportunity

ChildSafeNet is an equal opportunity organization and the vacancy is open for all, regardless of their gender, ethnicity and socio-economic backgrounds.

Child Safeguarding

The post-holder’s work may include direct contact with children and young people, face-to-face or online. ChildSafeNet is committed to the protection of children and young people from abuse and exploitation. In order to ensure children and young people are safe, our selection process includes rigorous background checks of the short-listed applicants.