



Position: Videography & Photography Internship

Status: Part time internship

Location: St. Paul, MN, Hybrid

Mission and Vision: The mission of Wallin Education Partners is to ensure college and career success for high-potential students from low-income backgrounds, and through our efforts help build diverse, equitable, and vibrant communities. We do this through a comprehensive model of financial aid and holistic support, and collaboration with our business, education, community, and philanthropic partners. Our vision is to create a diverse, ever-expanding community of scholars and educated citizens with the skills, leadership, and dedication needed to build a stronger tomorrow.

Organization: Wallin Education Partners is a proven college completion program that includes financial aid and comprehensive support for students from low-income backgrounds. Wallin's model of financial aid and comprehensive individual advising accelerates economic mobility and fundamentally increases the odds of graduation and employment for underrepresented students. Since 1992, Wallin Education Partners has helped increase access to college and degree completion for lower-income students by partnering with high schools, donors, community organizations, and civic leaders to support more than 6,000 students on their college journeys.

Primary Responsibilities: Wallin is looking for a committed and creative individual who is passionate about storytelling and capturing meaningful moments, and producing captivating media to support our marketing efforts. The Videography & Photography Intern leverages a strong understanding of visual storytelling and plays a vital role in strengthening Wallin's brand by producing high-quality visual content highlighting the organization's impact and engaging key audiences. This role requires attention to detail, creativity, and working collaboratively with diverse teams. By documenting Wallin's initiatives, the intern will contribute to the organization's broader efforts to build awareness, foster community engagement, and support Wallin's mission to advance educational opportunities.

Photography (40%)

- a) Capture high-quality photos during Wallin events and special initiatives using DSLR cameras or equivalent equipment.
- b) Edit photos for use in various media formats using tools such as Adobe Lightroom and Photoshop.
- c) Organize and maintain an archive of photos for easy access and future use.
- d) Collaborate with team members to create visual assets that align with Wallin's branding and storytelling goals.

Videography (45%)

- a) Film and edit engaging video content for Wallin's social media platforms, website, and email campaigns using tools such as iMovie, Premiere Pro, or Final Cut Pro.
- b) Develop storyboards and concepts for video projects in alignment with Wallin's mission and marketing strategy.
- c) Manage video shoots, including setup, lighting, and audio, ensuring professional-quality production.
- d) Archive and catalog video footage to support future projects and campaigns.

Social Media (15%)

- a) Create and schedule visually engaging content for platforms such as Instagram, TikTok, and LinkedIn.
- b) Adapt photos and videos into platform-specific content that promotes Wallin's mission and programs.
- c) Monitor and analyze social media performance to identify opportunities for engagement and growth.
- d) Collaborate with the marketing team to ensure social media content aligns with organizational goals and messaging.

Minimum Qualifications & Experience:

- High school diploma or equivalent required
- A passion for scholar-centered storytelling and creating impactful visual content that aligns with Wallin Education Partners' mission to support student success.
- Proficiency in photography, including experience using DSLR cameras and editing photos with tools like Adobe Lightroom and Photoshop.
- Proficiency in videography, including filming, editing, and producing high-quality videos with software such as iMovie, Premiere Pro, or Final Cut Pro.
- Experience (or relevant coursework) in visual content creation, including managing photo and video shoots, editing, and delivering projects on time.
- Knowledge of social media platforms (e.g., Instagram, TikTok, LinkedIn) and best practices for creating and scheduling visually engaging content tailored to each platform.
- Strong organizational skills, including coordinating shoots, managing multiple projects, and maintaining a digital archive of media assets for future use.
- Creativity and attention to detail to ensure all visual content aligns with Wallin's branding and messaging goals.
- Availability to attend Wallin events and activities (including occasional evenings or weekends) to capture key moments and support on-site production needs.
- Self-motivated and eager to learn, with the ability to take direction and work independently on assigned projects.
- Commitment to Wallin Education Partners' mission and values, including a focus on advancing educational opportunities and fostering community engagement.

Preferred Qualifications:

- High school diploma or equivalent required
- Major in a related field (such as English, Communications, Event Management, Marketing)
- Relevant experience or demonstrable passion for education and community engagement
- 1-3 years of experience in photography, video editing, or a similar role involving multimedia creation and coordination preferred
- Familiarity with social media platforms (Facebook, Twitter, Instagram and LinkedIn) and basic marketing tools for organizational promotion is a plus

Salary & Expectations:

- This internship is designed for the spring semester, offering flexibility in scheduling to accommodate your college or work commitments.
- Hours: 16 – 24 hours per week (flexible, remote)
- Compensation: \$15.97/hour
- Start/End Dates: Start upon hire – May 31, 2025
- Flexibility: Hours, start date and schedule will be determined during the offer process.
- Renewable Opportunity: Near the end of each semester, there is an opportunity to discuss extending the internship into future semesters, including summer, fall, and spring terms.

Sound like a good fit?

To apply, please submit a cover letter and resume to Caitlin Cardinal, Operations Manager: hr@wallinpartners.org. No phone calls please.

Wallin Education Partners is an Equal Opportunity Employer and is committed to providing a work environment that is free from harassment and discrimination. Wallin Education Partners provides equal opportunity to all applicants for employment in accordance with all applicable federal, state, and local laws and will not refuse to hire any qualified individual, or otherwise discriminate against any individual by reason of an individual's race (including hair texture and hairstyles), color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, (or related medical conditions, including, but not limited to lactation), physical disability, mental and/or intellectual disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer related or HIV/AIDS related), genetic information, or sexual orientation, or any other characteristic protected by law

