

Tri-Mission France

Foreign National Student Intern Program

Announcement



U.S. Missions to France, OECD, & UNESCO

Open to: All non-U.S. Citizen Students
Resident in France

Date: January 20, 2012

Current Internship: Embassy Paris, Public Affairs
Section – Video Producer

Deadline to apply: February 15, 2012

Purpose: The purpose of the Tri-Mission Foreign National Student Intern Program (FNSIP) is to provide students the opportunity and challenge of working in a foreign affairs arena and at the same time profit from their assistance. Interns may earn academic credit from their educational institutions and their supervisors are expected to serve as their mentors, providing feedback as necessary to the intern and the academic institution. Supervisors who are interested in having interns must demonstrate that they have a position with duties and responsibilities which can contribute to the academic/professional growth of the student intern. Interns will not be assigned to perform clerical or other routine office duties.

Gratuitous Service: There are no benefits attached to the FNSIP, no compensation, leave accrual, nor any future employment rights.

Eligibility Requirements:

- . must be at least **18 years** of age.
- . must possess a **baccalaureate diploma** or a **high school diploma** or have completed an equivalent secondary school program.
- . must be currently enrolled in a post baccalaureate program in good academic standing and able to provide a certified transcript to verify academic standing.
- . must complete a “Convention de stage” signed by the current academic institution. The Convention de stage includes school medical insurance and coverage against work-related accidents or injury.
- . must demonstrate the potential to accomplish the type of work to be performed.
- . must meet the requirements of the advertised internship opportunity.
- . must be able to receive a security certification.
- . must be able to receive clearance through the “Embassy Occupational Doctor”.

CURRENT INTERNSHIP OPPORTUNITY

Office: American Embassy Paris, Public Affairs Section

Hours: 35 hours a week, 7 hours daily Monday through Friday.

Duration: 8 weeks maximum (between May and end of October)

Application deadline: February 15, 2012

Description of Duties and Responsibilities:

The primary duty of the intern would be to conceive and produce complex videos. This would require:

1. Conceiving in coordination with PA and other officers concepts for “evergreen” videos, such as “Inside U.S. Embassy Paris” and “The U.S. Embassy Goes Green.”
2. Preparing story boards and scripts for such videos;
3. Coordinating the shooting of the video with other Mission elements;
4. Shooting the actual video, in diverse locations throughout the mission;
5. Preparing a final video product suitable for posting on social media and for use in public outreach activities.

Required Skills/Qualifications :

	Fair	Good	Excellent	N/A
• Language requirements:				
Level of English				
Speak:		X		
Read:		x		
Write:		x		
• Interpreting				x
• Drafting (in English)				x

	Fair	Good	Excellent	N/A
• Computer skills:				
- Word	x			
- Excel				x
- Internet	x			
- PowerPoint				x
- Access				x
- Programming availability				x
- Mechanically inclined				x

<p>- Other systems (specify): Adobe Première; Other A/V equipment.</p>			<p>Must be able to edit film on Adobe Première. Must be able to use other A/V equipment.</p>	
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Comments/Other skills required:

The intern would work closely with the AIO, who would have overall production lead for video products.

A high level of technical proficiency with A/V equipment is a prerequisite for this position. An ideal candidate would probably be a film school student nearing graduation.

Although the intern would necessarily rely on PA’s Audio-Visual Technician for guidance and mentoring, the A/V technician has a heavy work load and would be unable to directly supervise the intern; s/he would need to be a “self-starter” who would be able to master both the conceptual and technical elements of video production from initial conception through a final video. As noted, the intern must be able to edit film on Adobe Première.

Application Filing Procedures:

To be considered, intern applicants are asked to submit the **three** following documents:

1. A CV
2. A covering letter mentioning “Video Producer Internship”
3. Official enrollment from educational institution such as a copy of a student card.

Submit application by the announcement’s closing deadline:

Embassy of the USA
Human Resources Office
ATTN: FSNIP Coordinator
2 Avenue Gabriel, 75382 Paris Cedex 08

or email your completed forms to ParisRecruitment@state.gov prior to the announcement’s closing date.

HR Staff Member Contact:

Tel: 01-43-12-26-52 / 01-43-12-25-74
Fax: 01-43-12-24-36

The U.S. Mission in France provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, age, political affiliation, marital status, or sexual orientation.

