



**OUTWARD BOUND  
COSTA RICA**

## **VIDEO EDITING & MARKETING INTERN February — August 2019**

Founded in 1994, Outward Bound Costa Rica offers a range of experiential education programs to high school, college students and adults that promise challenging physical activities across Costa Rica, Nicaragua and Panama with a focus on personal development, leadership, and cultural immersion.

Our Communications Office is a collaborative team of four full-time staff members responsible for enrollment, marketing and customer service tasks organization-wide. Our team works to increase course participation across all target audiences and ensure excellent customer service—from prospective students, to families of students currently on course, to alumni and partners.

**This position requires relocating to Costa Rica for the contract period.**

To intern at Outward Bound Costa Rica, you don't have to be an expert in outdoor adventure or Costa Rica—in fact, we love people who are curious and eager to learn and we are happy to help you grow. But, we do look for driven individuals who are not afraid to jump right in.

### **ROLE OF VIDEO EDITING & MARKETING INTERN**

Your role on our team is to assist with high season logistics and be a storyteller—editing and crafting compelling videos to share with thousands of our followers via social media, our website, and other creative avenues. This internship will provide you with invaluable content creation skills and will teach you how to strategically market video assets to an online following.

The months of June to August is our organizations high season, during which approximately 200 students travel to and from Costa Rica to participate in our courses ranging from 1 to 8 weeks. In addition to crafting photo and video content, we are looking for someone who is willing to jump in and manage student logistics, which includes airport runs and participant evaluations. You'll be supporting the entire organization, marketing team and report to our Media & Marketing Manager and Director of Marketing & Communications.

Some of the time would be spent engaging with students, but the majority of the time will be spent in the office, with responsibilities that include but are not limited to:

- Overseeing student arrivals and departures at the airport during high season.
- Gathering photos that instructors take from course and organizing them in our databases.
- Being a creative force of content idea generation.
- Taking group photos and headshots of students returning from course.



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- Editing and producing promotional videos from thousands of clips in our database.
- Assist in drafting social media content.
- Interviewing students on camera and off camera for quotes.
- Leading post production efforts from editing and audio to compression, formatting and exporting.

### DESIRED QUALIFICATIONS

The ideal candidate must possess:

- Strong English writing, proofreading and copy editing skills
- Demonstrated expertise in editing software including: Adobe Premiere Pro, After Effects, Photoshop, and Lightroom
- Good photography and video production skill set with a portfolio of demonstrated work
- Experience in leading a production workflow
- Conversational Spanish speaking skills
- Cultural sensitivity
- Detail oriented
- Demonstrated interest in education and/or study abroad programs
- Positive attitude & a sense of humor

Outward Bound Costa Rica does not provide any filming or editing equipment, and you are responsible for bringing your own computer and software. This would include the following:

- Adobe video editing software
- DSLR camera with video capabilities and lenses
- Tripod
- Audio equipment (on camera shotgun and/or lapel mic)
- Waterproof casing and equipment

### COMPENSATION PACKAGE

- Monthly stipend covering basic costs such as food and local transportation.
- Room or dorm room and shared kitchen on our main base (located SE of San Jose in San Ramon de Tres Rios) – all utilities included (water, electricity, phone, cable TV, wireless internet)
- Travelers insurance – Visit [WorldNomads.com](http://WorldNomads.com) for more information on their “Explorer Plan” coverage.



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- Access to approved Outward Bound Costa Rica course activities & equipment for personal use.
- Use of Manuel Antonio beach base when not working & when approved by the Program Director and Director of Marketing & Communications.

**NOTE: Airfare to and from Costa Rica is NOT included.**

### **DURATION OF CONTRACT**

The contract period is February through August 2019, however, we are open to negotiation for start date. Actual dates of arrival and departure will be agreed upon at contract signing.

### **HOW TO APPLY**

Submit cover letter, resume, and samples of your photo and video work to Brynna Rao, Director of Marketing & Communications, at [commdirector@outwardboundcr.org](mailto:commdirector@outwardboundcr.org). Specify "Video Editing & Marketing Intern Application" in the subject line. Be sure to include details on your availability, both for interviews and ultimate start date, as well as how you heard about this job opportunity. No phone calls please.

### **DEADLINE TO SUBMIT**

Applications are due as soon as possible for immediate review, but no later than January 15, 2019.