



Position Title	Event Photographer
Type	Part Time
Status	Intern / Volunteer
# of Opportunities	1-2
Location	Ferizaj/Uroševac, Fushë Kosovë/Kosovo Polje, and/or other locations

Play2EDUCATE Overview:

Play2EDUCATE (P2E) is a nonprofit organization / non-governmental organization (NGO) registered in the United States and Kosovo. P2E is based in Colorado, USA and Prishtinë/Priština, Kosovo. P2E cultivates positive relationship development among youth to promote tolerance and foster resilience focused on preventing religious, political, and ethnic extremism, conflict, and violence. More specific information on the organization and its programs can be found on the website (www.play2educate.org) or on our Facebook page (www.facebook.com/play2educate).

Position Description:

The Event Photographer will provide support to Play2EDUCATE through attending P2E events and taking photos and/or videos of the activities taking place. Additionally, the Event Photographer may be asked to assist with editing photos / videos, creating slideshows and/or promotional videos, and assisting the Social Media and Website Assistants with content creation. It is expected that the position will require 5-7 hours a week: the normal breakdown of intern / volunteer hours will consist of 3-4 hours on Saturdays for Empowerment Through Play events (sites to be determined) and 2-3 (flexible) hours per week working on other photo / video tasks remotely. The total number of hours per week or their division between tasks may vary based on program or event schedules and/or unforeseen circumstances.

Responsibilities include but are not limited to:

- Attend P2E events in Kosovo to photograph and take video of the activities (locations listed above, but subject to change)
- Edit photos and video clips for public use
- Create promotional videos and/or photo slideshows for marketing and/or participant engagement purposes
- Collaborate with the Social Media and Website Assistants to create online content and campaigns
- Attend (bi)weekly supervision meetings, committee meetings, and other meetings as required by the Executive Director and/or Supervisor

Qualifications:

Required

- Fluent written and verbal English
- A strong interest in / experience with photo and video projects
- Educational background in photography, videography, photo / video editing, and/or creating promotional materials
- Proficient in Microsoft Office, GoogleDocs, DropBox, Illustrator, and/or other mainstream software or apps
- Strong attention to detail and proofing skills
- Be self-motivated and able to work independently
- A strong commitment to P2E's organizational values

Preferred

- Fluent written and verbal Albanian and/or Serbian skills
- Professional background in photography, videography, photo / video editing, and/or creating promotional materials
- Experience working with photo/video editing software such as: Quik, Adobe PhotoShop, Apple Photos / iMovie, PaintShop, VideoStudio, Adobe Premiere etc.
- Current or recent University attendance

Work Environment:

The intern / volunteer will perform the majority of work on-site at P2E events throughout Kosovo, while the remaining portion of the work will be conducted remotely and communication with supervisors and colleagues will be conducted via online communication and sharing tools such as GoogleDrive, DropBox, Skype, email, messenger applications, etc. There will be regular live video calls with the Executive Director, Supervisor(s), and/or other staff members for supervision and collaboration.

Benefits of Internship Opportunity:

The intern / volunteer will develop and/or strengthen their event photography and videography skills, specifically related to sports / games and people, as well as their skills with utilizing photos and videos for the development of promotional material / social media content development. The intern / volunteer will also gain further experience working on an international team in a multilingual, but primarily English-speaking atmosphere and in a hybrid work environment (remote and in-person). In addition to an excellent addition to any resume / CV, the intern / volunteer will have the prospect of growing their professional network through our local and international contacts. Most importantly, the intern / volunteer will be part of a grassroots opportunity to contribute to the development of a global NGO, while helping program locations to achieve a safe and secure environment.

This position is an unpaid internship / volunteer position; however, P2E can and does coordinate with academic institutions and projects to provide academic credit (e.g. RIT-K / AUK Co-op; TLP, PHS). If you would like to obtain academic credit via this internship / volunteer position, please inform us in your application.

During the internship / volunteer period, Play2EDUCATE will provide reimbursement for any reasonable out-of-pocket expenses that are incurred when performing authorized tasks associated within this role. We do this to ensure that interns / volunteers are not financially disadvantaged as a result of their position with us. These payments are not remuneration or wages; therefore, prior approval from the Executive Director or a Supervisor is always needed, and receipts must always be provided to the Supervisor. We may sometimes provide other benefits as part of this role (examples include training, free food/beverages, or clothing). Where this occurs, it is on a gratuitous basis at the discretion of P2E and is not payment in lieu of salary.

Application Process:

- Submit a current resume / CV and Cover Letter (be sure to include information about your photography / videography experience + links to your work) to us via email: info@play2educate.org with “Event Photographer Application” in the subject line.
- We will reply to you with acknowledgement of receipt of your application documents. Please give us up to three business days to send the acknowledgement email. If you do not hear from us after three business days, you may send us an email inquiry about receipt of your application.
- After the application deadline, qualifying applicants will be contacted by a Play2EDUCATE Staff or Board Member for a short interview.
- **Application deadline: 06 March 2020**
- **Targeted start date: 16 March 2020**
- **Position duration: Three options are available (extensions possible):**
 - **Empowerment Through Play program duration, plus 2-3 weeks for prep and debrief**
 - **Three to four months (includes multiple P2E programs)**
 - **Pre-determined number of hours to meet academic credit requirements (e.g. 200 hours)**