



## LATIN AMERICAN STUDIES ASSOCIATION

### **LASA Internship Program Communications and Marketing Department**

The objective of the internship is to give students a first-hand impression of the day-to-day working environment of the LASA Secretariat. Students will get a chance to work with and be part of our team. As part of the internship, working directly with outstanding career professionals and senior management, students will participate in meetings, contribute to the analytical, logistical and managerial work as well as organizational policy of LASA. In addition, interns could experience being part of the communications and marketing team at LASA's annual Congress.

#### **Location:**

Latin American Studies Association  
416 Bellefield Hall, University of Pittsburgh, PA 15260

#### **Job Intern Description**

The Latin American Studies Association (LASA) invites students in the last year of Communication and Media Studies and/or Photography and Film Studies to apply to the LASA Communications Internship Program. Interns must have a strong interest in photography and video storytelling for an online audience. Shooting and editing skills are required. Working hours and days of the week, as well as the specific projects will be negotiated with each intern and learning institution, in order to fit their academic schedule and specialization responsibilities within communication studies.

#### **Internship Program Duration**

The LASA internship program lasts for at least 3 months and can be as long as six months. LASA's next internship program begins in January 2019, and ends in March or June 2019, in accordance with the length of the program (3 or 6 months respectively). Once selected, the student must begin and complete his / her internship program prior to graduation day. Although LASA encourages the participation of students in the annual LASA Congress, which takes place around May of each year, no student is required to participate in this conference to finish his/her internship successfully.

#### **Cost**

LASA interns are not paid. All costs related to travel, insurance, accommodation, and living expenses are responsibility of intern or their sponsoring institutions. Partial subsidies may be provided in exceptional cases. If a student does not obtain funding for travel and accommodation expenses for the LASA Congress, his/her supervisor will assign projects taking into consideration the above, so that the student can successfully conclude the internship at LASA's location at the University of Pittsburgh.

### **Visa and Travel**

LASA encourages international students, especially from Latin American countries, to participate in the LASA internships program. If the student resides outside of the United States of America, he/ she is responsible for obtaining and financing the necessary visas as well as arranging and financing their travel to Pittsburgh, PA where the LASA Secretariat has its headquarters.

### **Medical Insurance**

Interns must have a proof of a valid major global medical insurance coverage. Interns are responsible for costs arising from accidents and/or illness incurred during the internship.

### **Confidentiality**

Interns will be asked to sign LASA's policy of confidentiality. It is mandatory that interns are discreet and keep confidential any and all unpublished information obtained during the course of the internship and may not publish any documents based on such information.

### **Work Assignment and tasks**

The tasks of each student will be previously discussed with the person in charge of their study program with the objective of complying with the regulations of the university and academic credits. In general terms, students must complete several tasks related to video production and photography. Therefore, the following skills are necessary:

#### **Communication skills**

- Effective verbal and written communication skills
- Excellent command of English and Spanish or English and Portuguese

#### **Photography skills**

- Take pictures
- Edit and retouch images

#### **Camera operator skills**

- Assemble, prepare and set up equipment prior to filming, which may include verify the functioning of tripods, microphones, lighting and headphones
- Take sole responsibility in situations where only one camera operator is involved in the filming

#### **Editing skills**

- Demonstrable video editing ability with digital technology and editing software such as Adobe Premiere, After Effects and / or Final Cut
- Basic knowledge of timing, continuity and composition of video storytelling

All video and photography equipment for LASA internships will be provided by the association. Candidates must send their resume, a letter of motivation and provide examples of audiovisual works and / or photography to [vanessa@lasaweb.org](mailto:vanessa@lasaweb.org). For more information about LASA visit: <https://lasa.international.pitt.edu>.