



**NORTHWEST
FOLKLIFE**

**KING COUNTY
EQUITY NOW**

KCEN CCWD MEDIA PRODUCTION ASSISTANT INTERNSHIP

About King County Equity Now:

Founded in Summer 2020, King County Equity Now (“KCEN”) was birthed out of the deep, rich history and powerful legacy of Black resistance, organizing, and advocacy in Martin Luther King Jr. County, WA. We emerged from deep-rooted, longstanding, and accountable relationships within local Black communities.

King County Equity Now (KCEN) is a pro-Black community-led organization dedicated to building collective Black power and achieving equity (ownership) for Black communities across all measurable metrics, e.g., wealth, land and home ownership, education rates, birth rates, healthcare, organizational control, etc. We call out and address anti-Black racism at every level, in every sector.

Our work is vast and spans across many different equity campaigns including: co-facilitating a statewide \$1 Billion Anti-Gentrification Fund, mobilizing to transfer many land-acquisition targets back to Black community ownership, building out a pro-Black think tank, divesting from policing to invest directly in Black communities, implementing youth-led Black education equity solutions, and more.

Our Core Principles include: Equity, Racial Realism, Love, Connection + Community, & Accountability. KCEN’s core ethos and strategic understanding centers Black peoples and Black communities. We support pro-Black policies that advance ownership and agency.

About Northwest Folklife and the CCWD:

Since 1972, Northwest Folklife (NWFL) has been creating opportunities for all to celebrate, share, and participate in the evolving cultural traditions of the Pacific Northwest. The CCWD (Cultural & Creative Workforce Development Program) launched in 2020 as an initiative of the City of Seattle’s inclusive creative economy strategy, offering paid career development experiences rooted in the foundational aspects of culture and creativity; working on a strengths-based, paradigm shifting platform for artists, creatives, and culture bearers to foster the potential they bring to any workplace.

Northwest Folklife (NWFL), in partnership with the Office of Economic Development (OED) and the Office of Arts & Culture (ARTS), collaborates with a diverse ecosystem of individual artists, culture bearers, cultural organizations, small businesses, entrepreneurs, and community organizers across the Pacific Northwest to provide culturally responsive, career development as well as a community-led program focused on equitable recovery and systemic transformation through the Creative Economy.

The intentional and robust support of the creative and cultural sector is a forward-thinking urban growth strategy which interrupts historical patterns of cultural divestment, displacement, and erasure.

Attention:

All candidates must adhere to COVID-19 health and safety regulations. As of December 5, all CCWD program participants and site partners will be subject to the City of Seattle COVID vaccination requirements for contractors.

KCEN MEDIA PRODUCTION ASSISTANT INTERNSHIP

Continued

Overview & Purpose:

The Media Production Assistant Intern will work closely with the Media Assistant and Media Director to support the media team and other production responsibilities on King County Equity Now's Media Team. The Intern will be offered training, shadowing, mentorship, and other learning opportunities. They will assist with projects, activities and research that enhance our media. The ideal candidate will have a strong desire to learn, a collaborative attitude, and a commitment to King County Equity Now's values.

REPORTS TO:	Trae Holiday (KCEN) & CCWD Program Manager (NWFL)
HOURS & DURATION:	15 Hours/Week*, 6 months (December 2021 – May 2022)
COMPENSATION:	\$16.69/Hour

* Scheduling for this position is negotiated with the KCEN site supervisor.

Media Production Assistant Responsibilities & Duties:

- Supporting weekly video & photo capturing of interviews, locations, B-Roll, & event footage.
- Supporting putting together storyboards & video outlines.
- Supporting editing short videos to put on KCEN's social media & website.
- Supporting editing and putting together graphics and social media posts.
- Supporting in planning & producing studio shoots & projects.
- Supporting with grant writing.
- Attends one weekly media team, one weekly staff meeting, and a one-on-one meeting with our Media Director.
- Other duties as assigned.

Cultural & Creative Workforce Development (CCWD) Program Responsibilities (w/NWFL):

- Complete CCWD internship experience surveys.
- Attend individual and program check-ins. (In-person or virtual, 1 hour every other week)
- Participate in CCWD activities, networking, and team projects.

Internship Requirements:

- Currently enrolled in, or recently graduated from, a certificate or degree program in a creative realm such as Photography, Videography, Graphic Design, or Film Production.
- Customer service experience or demonstrated aptitude in collaborative art environments.
- Experience in word processing, database, and spreadsheet programs, preferably MS Office software.
- Proficiency with photo & video editing software.
- Commitment to personal anti-racism education.
- A passion for using arts, culture, and creativity to promote cultural exchange and community development.

Knowledge, Skills, and Abilities:

- Engages with diverse populations in a culturally responsive manner.
- Demonstrates a commitment to the values of equity and inclusion by honoring and celebrating diverse characteristics and expressions of personal identity.
- Strong commitment to King County Equity Now's Pro-Black mission and values.
- Excellent communication skills.
- A personal drive for creativity, ingenuity, and innovation.
- An eye for storytelling and narrative formation.
- Ability to be accountable and demonstrate timely follow through.
- Ability to keep all employee/client information confidential.
- Ability to work collaboratively with staff at all levels and across all departments of the organization.
- Ability to communicate in a professional and friendly demeanor with employees, volunteers, and clients.
- Ability to remain agile while embracing change.
- Strong verbal and written communication skills.
- Strong organizational skills and attention to detail.

DUE DATE:

- **Application closes on November 22nd, 2021**
- If we need to accommodate you for any reason, please reach out to erika@kingcountyequitynow.com
- Do not hesitate to apply or reach out if you have concerns about skill level with the above listed responsibilities. There is a lot of room to make this internship your own and grow your skills. Please email erika@kingcountyequitynow.com for any questions

HOW TO APPLY:

- **Please submit a statement of intent (2-3 paragraphs) which includes:**
 - Your interest in creative careers and skills
 - Who you are, and how you think this internship will help you
 - What is most exciting to you about taking part in this internship
- **Please submit materials to internships@nwfolklife.org**
- **SUBJECT LINE: KCEN Internship**
- Resume and cover letter are appreciated, but not required to apply
- If hired, candidates will need to complete the I-9 and provide other employment documentation to Northwest Folklife

All applicants are considered for all positions without regard to race, religion, color, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical/mental disability, or any other protected classification, in accordance with applicable federal, state, and local laws. Equal access to programs, services, and employment is available to all qualified persons. Those applicants requiring accommodation to complete the application and/or interview process should contact a management representative. Northwest Folklife is a 501(c)(3) nonprofit organization.