



Orange Public Library & History Center



Social Media Internship

Our Library:

The Orange Public Library & History Center welcomes and supports all people in their enjoyment of reading and pursuit of lifelong learning. Together we strive to preserve local history and to provide equal access to information, ideas and knowledge through books, programs and technology.

Social Media:

The Library maintains Facebook and Instagram accounts.

Responsibilities:

- Assist with taking raw photos and recording videos for social media.
- Assist with prep and set-up for photo/video shoots as needed (i.e., setting up props for flat-lays, pulling specific-subject books, etc.)
- Assist with editing and processing final photos/videos to post to social media.

Benefits:

- Practical experience with social media outlets
- Learn about the different types of careers available within a Public Library
- Gain professional experience

Requirements:

- Must be enrolled in an internship course where credit is awarded for hours completed
- Comfortable with photo/video functions of a smartphone – either Android or iPhone.
- Has experience using social media platforms such as Instagram and Pinterest, personally or professionally and other similar apps such as SnapChat.
- Experience using different photo-video editing apps such as Snapseed, built-in filters, color adjustments, etc.
- Can provide samples of photos taken in a portfolio.
- Good communication skills, patience, and enthusiasm working with others
- Be willing and able to follow directions
- Ability to commit to and keep scheduled hours
 - Schedules to be determined by social media committee and Intern

Application Procedure:

- Submit an Orange Public Library Volunteer Application
- Interview with Library staff
- Background process, which may include fingerprinting and/or drug screening. This process is paid for by the City of Orange

Intern Reports To: Instagram Committee

Contact Person: Library Volunteer Coordinator, (714) 288-2569 or lgroscost@cityoforange.org