



MIGYIKRA MEMORIAL MUSIC AND CULTURAL INSTITUTE



WEST AFRICA CENTRE FOR PEACE STUDIES

INTERNSHIP AND VOLUNTEERS POSITION DESCRIPTION PHOTOGRAPHY & VIDEOGRAPHY

WACPS

The West Africa Center for Peace Studies (WACPS) is an independent, non-partisan, non-profit research, policy, and advocacy-based organization, based in Accra, Ghana in West Africa. WACPS was founded in 2004 by Africans from diverse professional backgrounds dedicated to the promotion of democracy, good governance, peace, and development in Africa and beyond. The Centre provides research, training, and advocacy support towards enhancing peace and human development initiatives at all levels in Africa.

The WACPS internship and volunteer programme is part of a long running partnership between WACPS and Migykra Memorial Music and Cultural Institute (3MCI). Under this programme, the West Africa Centre for Peace Studies provides opportunities for highly qualified and competent interns and volunteers to be given placements for a period of six months. Interns have the opportunity of undertaking a further six-month internship on the expiration of the initial six-month period. The interns/volunteers serve on purely voluntary basis hence there is no remuneration. They are however provided with office space and internet services.

Description

Position Summary

WACPS is seeking for an intern to provide support to the organisation's evolving digital peacebuilding programs, partnerships, and capacity development initiatives. The main aim of the intern/volunteer programme is to foster strong international practical experience for lawyers, students and researchers in international affairs, human rights and international law, journalism, social work, social sciences, Fine Art (photography, web designing, IT, videography, and script writing) from all over the world interested in the conduct of research and internship in Africa.

Key responsibilities

- Undertake photo and video shoots for all activities/events.
- Edit all pictures for WACPS and further enhance and retouch photos using Adobe Photoshop.



- Coordinate with the Head of Journalism and Media department of WACPS to develop comprehensive videos and photo albums for the organisation.
- Edit videos using Adobe Premiere Pro, After Effects, and Speedgrade. Organise and sort raw videos to create short clips for use online and social media.
- Record audio interviews and other sounds using Adobe Sound Booth for manipulation, mixing and reproduction of sound used in different mediums.
- Manage and deliver event photography from capture through to delivery for the organization.
- Emboss the institution's logo on all official pictures and videos before dissemination.
- Database cataloguing. Intern supports in the maintenance, keywording and organisation
- Pack and transport video cameras, tripods, lighting, microphones, and other associated equipment to all sites and other necessary locations.
- Regularly examine the equipment and report where there is fault.

Qualifications/Skills

- Experience using digital single-lens reflex camera (DSLR).
- In-depth knowledge of camera operations for both still photos and video
- In-depth knowledge of Adobe Photoshop and Adobe Lightroom
- Beginner knowledge of Adobe Premiere
- Beginner knowledge of lighting and composition
- Problem-solving skills
- Ability to work independently.
- In depth knowledge of Adobe Premiere
- Basic knowledge of Adobe After Effects
- Experience with Windows-based compute

Location of WACPS Official Residence:

The internship Programme is based at the West Africa Centre for Peace Studies headquarters, Accra - Ghana. The volunteer or intern may concessionally be requested to travel / work from other location or rural areas in Ghana/Africa for research or fact-finding purposes.



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Expected working hours per week.

- **Interns** - Hours: 15 - 20 hours/week, preferably three days per week in the office
- **Volunteers** - Hours: 30- 40 hours/week, preferably five days per week in the office

Application Procedure

Interested applicants are required to submit the following documents to the West Africa Centre for Peace Studies for consideration:

- A motivation letter.
- A curriculum vitae
- Copies of relevant College attendance, Degree(s) and /or Diploma or Certificates
- If applicable, proof of professional body membership
- Applications should be sent through email to wacpsgh@yahoo.com or wacpsgh@gmail.com throughout the year.

Physical address: GT-084 7638 Community 18 Cambodia (Between Baptist Church and Cambodia Police Station) P. O. Box SK 2281, Sakumono -Tema. Tel: +233(0) 302800933; Mobile +233 (0) 508068881/ +233 (0) 59601718 website: www.wacps.org **or** www.3mci.org

