

**Video Production Intern  
Fall 2026 – Spring 2027  
Connecticut Office of the Secretary of the State**

**This position is available for immediate hire OR a spring semester start date.** Please include your preference in your cover letter.

The Connecticut Office of the Secretary of the State is seeking a **Video Production Intern** with a passion for educating voters and encouraging participation in the democratic process. The Office of the Secretary of the State works to provide a wide range of services for the people and businesses of Connecticut and is committed to promoting the importance of civic education and civic engagement across the state. **The duration for this internship is through May 2027.**

This unpaid internship is an in-person role conducted out of the State Office Building in Hartford and supervised by the Director of Communications. Students have the option to receive credit for the internship by consulting with their advisors and internship directors.

**Intern Responsibilities:**

- Create educational videos and public service announcements related to civic engagement and voting
- Conceptualize and draft social media posts, including creating and editing videos and writing captions
- Build a video library highlighting the work of the office
- Other duties as assigned

**Intern Qualifications/Skills:**

- Experience with video production and editing, especially for social media
- Experience with video editing software (Canva, Adobe, iMovie, or similar)
- Desire to work collaboratively in a team environment
- Ability to accept and apply feedback
- Attention to detail
- Self-motivated, adaptable, and eager to learn in a fast-paced environment
- Critical thinker and problem solver
- Understanding of professional office setting

**Internship requirements:**

- Be enrolled in an accredited institution of higher education
- Willing to work a minimum of 14 hours per week

**Learning Objectives:**

- Improve video production and editing skills by creating content for the Communications team
- Increase understanding of communications strategies and best practices
- Develop a clearer understanding of communications strengths and challenges
- Develop interpersonal skills by interacting with internal teams and external stakeholders from a variety of backgrounds and industries
- Learn about the functions and services of the Connecticut state government

**To Apply:**

Please download and complete the Internship Application, located here:

<https://portal.ct.gov/SOTS/Education/Internships/Internship-Opportunities>. Email the following to [sots.internships@ct.gov](mailto:sots.internships@ct.gov):

- Completed Internship Application
- Resume
- Cover letter describing why you are interested in the position and highlighting relevant skills. **Please include your availability for this position, including your preferred start date.**
- Sample(s) of past video project(s), including an explanation of your role in each project

*The Office of the Secretary of the State is an equal opportunity employer and does not discriminate based on race, religion, disability, age, ethnicity, national origin, sex, gender, LGBTQ identification, family status, or military status. Women, people of color, and other members of traditionally underrepresented communities are strongly encouraged to apply.*