

October 27, 2017



Job ID: 1004531

Location: Bala Cynwyd, PA

Updated: October 24, 2017

### Marketing Statement

At Tokio Marine North American Services, we provide professional support services to the Tokio Marine Group of companies in the United States, including Tokio Marine America Inc., the First Insurance Company of Hawaii, and the Philadelphia Insurance Companies. Among our professional service offerings are actuarial, financial, audit, payroll, human resources, legal, information technology, investment expertise and Corporate Communications. At TMNAS, customer service is our focus and our passion! At TMNAS, we strive to add value in all that we do, providing the best professional service to our business partners, allowing them to achieve their goals.

### Duties

#### Job Summary:

This paid internship is available to hard working students interested in an exciting role in communications or public relations; however, all students possessing skills, passion and work ethic are encouraged to apply. Join our team and have fun promoting multiple companies both internally and externally! This position will assist the Corporate Communications department's Corporate Video Producer in all internal and external projects, events, and campaigns.

#### Job Responsibilities:

- Collaborate with the Corporate Communications team on pre-and post-production planning activities
- Use professional video, audio and lighting equipment to assist with field-based video productions that include interaction with company employees or customers
- Log, organize, and edit footage.
- Assist in digital delivery of completed videos through various channels
- Help manage and create content for company-wide digital displays
- Provide video and photo support for all Corporate Communication events

Currently enrolled in an undergraduate/graduate program. Excellent organizational, writing and communication skills. Proficient in Final Cut Pro 7 or Adobe Premiere CC. Adobe After Effects and Photoshop experience a plus. Portfolio of work to demonstrate experience in creative storytelling, lighting and sound skills, and editing ability.

EEO Statement

Approved For Posting  
Office of Student Life

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Tokio Marine Group of Companies (including, but not limited to the Philadelphia Insurance Companies, Tokio Marine America, Inc., TMNA Services, LLC and First Insurance Company of Hawaii, Ltd.) is an Equal Opportunity Employer. In order to remain competitive we must attract, develop, motivate, and retain the most qualified employees regardless of age, color, race, religion, gender, disability, national or ethnic origin, family circumstances, life experiences, marital status, military status, sexual orientation and/or any other status protected by law.

Apply at: [http://careers.tmnas.com/jobs/8065791-spring-intern-communications-video-production?tm\\_job=1004531-1A&tm\\_event=view&tm\\_company=1829&bid=326](http://careers.tmnas.com/jobs/8065791-spring-intern-communications-video-production?tm_job=1004531-1A&tm_event=view&tm_company=1829&bid=326)