

## Video Captioning at State



Project Title	Video Captioning at State
Project Summary	Caption Department of State (DOS) video media targeted at both domestic and foreign audiences including press clips, speeches, training, and embassy and consulate YouTube videos. Office seeks to make all video media Section 508-compliant and accessible to the Deaf and Hard of Hearing.
Country	United States
Agency	Department of State
DoS Office	HR
Post	N/A
Section	N/A
Number of Interns	20

## Project Description

The Department has developed a comprehensive video captioning program to provide captioning to all video produced domestically and overseas. Captioning makes information and news accessible to individuals who are deaf or hard of hearing, and enables non-native-English speakers to understand important information.

Selected interns will work on several projects related to Video Captioning and Transcribing. This internship will provide broad exposure to public diplomacy and foreign policy issues, as well as issues of interest to Civil Service employees.

The intern will create accurate video transcripts, varying in length from a few minutes to an hour. Examples of these videos might include:

1. A YouTube video of the Secretary speaking at an international conference,
2. A webinar on the use of social media in diplomacy, or
3. An informational video instructing employees on how to bid on specific types of jobs.

See “Additional Information” for other assignments.

## Desired Skills Interests

## Skill

Self Motivated

Attention to detail

Accuracy

Flexibility

## Additional Information

Other assignments may include:

1. Searching the internet for uncaptioned videos used by U.S. Embassies and Consulates. The intern will list these videos in a Bulk Request Form (an excel spreadsheet), which will be sent to the overseas missions for them to complete and return, allowing the Video Captioning team to successfully reach out to all overseas posts and bring their videos into Section 508 compliance.
2. Research projects relating to audio description, technology in video captioning, etc.
3. Creating marketing products for Video Captioning team outreach.
4. Create and contribute to an internal newsletter/blog which will be housed on the internal Video Captioning SharePoint site.
5. Other assignments as needed.
6. Participating in weekly conference calls with other interns and the Video Captioning team, discussing projects and related issues. Interns will take turns taking notes of the meeting, practicing an important professional skill, particularly useful at the Department of State.

Guidelines will be provided, but successful interns will also need to have considerable flexibility, as it is impossible to predict the actual work level on a weekly basis. The ability to work well independently and on a team is important.

At first, interns may find it takes a considerable amount of time to caption one video. Ultimately, interns will be expected to meet a ratio of approximately 1:8 (1 hour of video: 8 hours of transcribing and captioning). Assuming a time commitment of 10 hours per week, interns will, after time given to learn and improve the skills necessary, be expected to transcribe and/or caption up to one hour of video per week.

## Language Requirements

*None*