



**Position:** Videographer Intern

**Job Classification:** Part-time/No Benefits

**Department:** IT

**Rate of Pay:** \$10.00 per hour

**To Apply:** Go to [www.Rockfordil.gov](http://www.Rockfordil.gov)

**General Statement:**

The City of Rockford is seeking a videographer intern to assist in the recording, live broadcasting, and streaming of City Council, Committee and other Public Meetings on government and local public access television channels.

**Availability:**

The videographer intern will need to be available up to 10 evening hours per week. Varying hours to be completed primarily between 5:00 p.m. and 9:00 p.m. Monday – Wednesday. Other hours may be available dependent on Public Meeting scheduling.

**Illustrative Job Duties:**

- Responsible for the internal tape recording of the council meeting.
- Completes set-up and tear down of video camera equipment and recording functions.
- Prepares and finalizes VHS tapes.
- Conducts themselves in a professional manner during council/committee meetings.
- Maintains predictable and reasonable attendance.
- May be required to attend special meetings.
- Performs related work as required.

**Knowledge, Skills and Abilities:**

- Ability to organize, prioritize, delegate and work independently.
- Knowledge of professional digital camera setup, operation and broadcasting.
- Ability to troubleshoot in real-time.
- Strong attention to detail.
- Effective verbal communication skills

**Qualifications:**

High School Diploma or G.E.D. Basic knowledge of video production and the legislative process is preferred. An Associate's degree or active pursuance of degree in video programming, communications, broadcasting, film, telecommunication, media television production, or experience as a videographer/editor is preferred.

Work requires standing or sitting for long periods of time.

Residency requirement: Classified employees hired after January 1, 1984 may live anywhere in Winnebago County or anywhere within an area fifteen (15) miles from the Public Safety Building within six (6) months of their date of completion of probation. Employees hired prior to January 1, 1984 shall be subject to their conditions of employment in effect at that time.