



# Terrebonne Parish Consolidated Government

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## JOB DESCRIPTION

POSITION TITLE.....:	Intern (Videographer/Broadcast Operator) ( <b>Part-Time</b> )
DEPARTMENT.....:	Finance
DIVISION.....:	Information Technology
CLASSIFICATION/GRADE.....:	Summer Intern
REVISED.....:	03/2016
REPORTS TO.....:	Network Administrator
REVIEWED.....:	03/2017
WAGES.....:	Hourly

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#### **SUMMARY:**

The primary work performed will consist of assisting with the daily operation of Terrebonne Parish Government Television (TPTV) and the creation of new content for the TV Station. These duties will be performed under the supervision of the Network Administrator and Parish Administration.

Intern will have the opportunity to gain hands on experience operating a peg TV channel and creating content for television.

#### **BASIC FUNCTIONS:**

1. Shoot and edit video projects to be placed on TPTV.
2. Scheduling and attending (leading) meeting to plan video production projects with various departments and agencies.
3. Assist in maintain daily operations of TPTV, including but not limited to uploading content, maintaining schedules, and adding general alerts as needed.
4. Creating images for upcoming events and announcements.
5. Performs all other responsibilities deemed necessary by Network Administrator.

#### **OTHER REQUIREMENTS:**

1. Must be a strong team player willingness to help others.
2. Ability to work well with the general public, computer users, and sales representative.
3. Be able to physically move and setup video recording equipment.
4. Must be able to perform task without direct supervision.
5. Possess a valid Louisiana Driver's License.

#### **EDUCATION/EXPERIENCE:**

1. **Terrebonne Parish resident preferred** and at least 18 years of age.
2. **Must have obtained a Junior or Senior status** and is currently working toward a degree in Video Production/Mass Communication from an accredited college/university, or related discipline by May 2017.
3. A background in audio-visual is a plus.
4. Experience in Apple Final Cut Pro, Apple Motion, Apple Compressor, and Adobe Photoshop software suites are a plus.