



Multimedia and Video Production Intern

General Description: The Portland Water Bureau Business Operations group is seeking an intern (Community Service Aide II) with interest or experience in communications, video production, marketing, multimedia, journalism, website development, or public affairs.

Job Description: Working with the Training and Development Officer, this position will be charged with the development of a variety of media products, with specific attention to a video series promoting and informing employees of the various Work Groups and job descriptions throughout the Portland Water Bureau. This project will require the filming of interviewing of subjects, management of equipment, video editing, and final production tasks.

Qualified candidates will:

- Firm knowledge of computers/programming platforms and applications
- Have a strong familiarity with video editing tools, with preference for *Adobe Premiere Pro*
- An ability to multitask and perform under tight deadlines
- Have experience with standard video equipment (handheld devices are acceptable)
- Strong written and verbal communication skills
- Be detail-oriented and highly organized
- Have a strong interest in project design
- Be able to work with diverse groups at all levels of the organization

Possible Duties:

- Navigation and management of photo databases
- Communicating with a variety of employees about project
- Scheduling interviews or presentations for filming
- Filming and editing
- Based on the skill and knowledge of the intern other, more complex duties may be assigned

Term: Initial project expected to take between 60-100 hours; there may be additional projects available.

Wage: \$16.50/hour

Required: cover letter and resume

Preferred: Include link to sample work

To Melinda Bullen: Melinda.Bullen@Portlandoregon.gov.