

**TOWN OF
POUGHKEEPSIE**
1 Overocker Road
Poughkeepsie, NY 12603
845-485-3607

Job Title – Marketing/ Video Production Intern

Scope of Position – The Town of Poughkeepsie is seeking highly motivated individuals with an interest in video production and marketing. Duties include using video to market the Town’s services and programs, as well as taping Board meetings (Town Board, Community of the Whole, Planning Board and Zoning Board) live and uploading footage to YouTube.

Key Responsibilities

- 1.) Meet with the Town Supervisor to discuss video production to highlight the Town’s programs, as well as the service offered by the Town.
- 2.) Film Board meetings and special events throughout the Town. Tape interviews with Department Heads and broadcast on the municipal cable channel.
- 3.) Other duties may include updating the Town website.
- 4.) Individuals must be able to work under minimal supervision.

Qualifications:

- 1.** Experience using video editing.
- 2.** Previous or current classes focused on audio/video production.
- 3.** Proficient with video production equipment.
- 4.** Experience in marketing and communications. Website development, graphic design, etc. is a plus.

Length of Internship – 15 Weeks

Support – Training for this position will be provided.

Compensation - \$40/Board Meeting. Meetings generally run between 1-2 hours.

The Town of Poughkeepsie is eager to fill the position and will be accepting applications through Saturday, September 30, 2017.

Interested candidates should submit a resume and cover letter to triley@townofpoughkeepsie-ny.gov or contact Taryn Riley directly at (845)485-3609.

The Town of Poughkeepsie is a municipality/local government entity and an Equal Opportunity employer. For information about the Town please visit www.townofpoughkeepsie.com.