



OREGON PARKS AND RECREATION DEPARTMENT

INTERN JOB DESCRIPTION

JOB TITLE: Interpretive Intern (New Media/Video)

SUPERVISOR'S NAME & TITLE: Beth Wilson, Web Content Specialist

ANTICIPATED DURATION OF POSITION: May – Sept. 2010 (flexible start and finish dates)

WORK HOURS/SCHEDULE:

40 hours per week with 2 consecutive days off, weekends and evening are required.
The starting salary is \$11.42 hourly, \$1979 monthly

Please be aware that due to the economic downturn and subsequent state budget short-fall the Governor has ordered mandatory furloughs for employees. This position will be required to take prorated furloughs in the biennium 2009-2011.

LOCATION/JOB SITE(S):

The position is based in Salem Headquarters. Office environment with frequent overnight travel to parks statewide, including evenings and weekends.

POSITION RESPONSIBILITIES & DUTIES:

This position will help influence web visitor understanding of the Oregon State Park system by filming and creating web-based videos of campgrounds, interpretive programs and state park properties as directed. Intern will coordinate visits with park staff; obtain and file photo releases from park visitors; and work with other interpretive interns as assigned. Must be able to interact with OPRD staff and park visitors. Position requires time management skills and self direction.

REQUIRED AND PREFERRED SKILLS, EDUCATION and EXPERIENCE:

Education or experience in videography, new media, interpretation, recreation management or natural resources. Skills in writing, simple videography, video/audio editing and production required (see *Tools and Equipment to be Used* below). Experience with interpretive writing or scriptwriting desirable. Knowledge of new media applications, specifically webcasts and podcasts. Ability to create caption and transcript files for YouTube. Knowledge of smartphones helpful but not required. Marketing knowledge preferred but not required. Still photography skills a plus. A valid driver's license and satisfactory driving record is required for the job. Must drive state vehicle.

ORIENTATION, TRAINING, COACHING, MENTORING, AND EVALUATION PROVIDED:

The intern will receive an orientation and written position expectations from the supervisor. Coaching and mentoring will be ongoing, done primarily by the supervisor. Monthly program evaluations will be done by the supervisor. The intern will receive an evaluation at the end of the season.

TOOLS AND EQUIPMENT TO BE USED:

Canon 3ccd digital video camcorder GL2; MacBook Pro (Mac O/S) with iMovie HD 6.03, Final Cut Pro 6.0.4 (if warranted). Standard OPRD hardware, MS Office Suite, GroupWise e-mail system. Training provided.

TO APPLY:

Applications accepted starting **Feb. 2, 2010**. Send a resume and cover letter explaining your relevant experience and interest. Include URLs to online samples of your work if available. Be sure to state the dates you are available.

CONTACT:

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PHYSICAL CAPACITY FORM TO BE ATTACHED UPON INQUIRY ABOUT THE JOB.