

**Iowa City Public Library**  
**POSITION VACANCY ANNOUNCEMENT**

To: All Current City Employees and General Public  
From: Iowa City Public Library  
Date: May 17, 2019

**Library Intern: Library Channel**

IT Services

Part Time/Temporary

\$12.00/hour

10-15 hours per week/40 hours per week during summer

Schedule: some Saturdays mornings required. Includes evening and weekend shifts

**Summary:**

Under supervision of the IT Services Senior Library Assistant, provides videotaping, editing, and copying of ICPL video programs. Assists with other video production duties including equipment setup, maintaining department database records, and uploading programs to the web, Coordinates with other Library departments and staff to complete videos for marketing and informational purposes. Includes some evening and weekend hours. Requires some Saturday mornings. 10-15 hours per week during the academic year and 40 hours per week during the summer months. Criminal background check required.

**Examples of Duties:**

Videotapes and edits Library programs. Copies Library Channel-DVDs as requested. Uploads programming to playback servers and library website. Creates web postings for individual videos with metadata. Troubleshoots equipment issues and assists library staff with using equipment.

**Training and Experience:**

Enrollment as a Junior, Senior, or Graduate student in the Cinema, Intermedia, Journalism and Mass Communication or similar degree program. Class work and/or work experience in youth and/or adult library service is preferred.

**Knowledge and Abilities:**

Some knowledge of audiovisual equipment, lighting, and postproduction software. Skill in general computer use including word processing, database, and internet. Skill in communicating effectively with adults, teens, and children. Working skill in operation of standard office equipment, audiovisual equipment, or related equipment. Ability to communicate effectively over the telephone, in writing, and in person. Ability to operate a variety of specialized electronic and media equipment. Ability to read and understand written technical materials in order to perform production activities. Ability to understand and follow written and oral instructions with general supervision. Ability to understand, interpret, communicate, and follow Library policies and procedures. Ability to work in a team environment to delivery Library services. Working ability to prepare reports and maintain records and statistics.

**Application:**

**Application deadline is May 31, 2019. To apply, please visit the City's Self Services website at [www.icgov.org/jobs](http://www.icgov.org/jobs) to complete the City of Iowa City online employment application.**

To comply with the requirements of the Immigration Reform and Control Act of 1986, all persons hired will be required to provide verification of identity and employment eligibility per provisions of the Act.

**The City of Iowa City is an Equal Opportunity Employer.**

**City employees must log into their MSS account as an employee  
with their employee number and password in order to apply**