



Summer Reading Program Video/Photo Intern, 10 weeks

Job Description: The Summer Reading Program Video/Photo Intern is responsible for assisting the library's Public Relations and Marketing staff during the Summer Reading Program by documenting program events via video and photographs. The intern will proactively provide prompt, courteous, and professional services to all library visitors, thereby creating a helpful and welcoming Library.

Report to: Public Relations and Marketing Manager

Responsibilities may include, but are not limited to:

- Capturing engaging video and photos of Summer Reading Program events throughout the duration of the program, including events at the library and off site.
- Editing and delivering video and photos that will be used to document those events and promote future events in library promotional materials, on social media channels and through other avenues.
- Thinking creatively to help the library build its video and photo library while maintaining a consistent identity.
- Execute prompt, courteous, and direct assistance to all patrons with basic information regarding use of library materials, equipment, and services.
- Be observant and cognizant of visitor activities and needs or problems that may arise in the public areas of the library. Prioritize patron services while still successfully completing other work tasks.
- Assisting other library services departments – Youth Services, Adult Services, and Outreach – as needed to contribute to the overall work and success of the Summer Reading Program.
- Perform other duties as assigned.

Additional Information: Full-time position (40 hours weekly); requires day, evening, and weekend hours. Requires high school diploma. Requires enrollment in or completion of undergraduate program. Must successfully pass a background check. Requires the ability to sit or stand for lengthy periods of time; requires the ability to complete detailed work through fine motor skills; requires the ability to push, pull, lift, and otherwise move books, supplies, and equipment by hand, box, and cart.

Qualifications (Experience, Skills, Training):

- Must be proficient in videography and photography techniques and editing software.
- Must have an excellent understanding of how to use MS Office Suite and Google Workspace.
- Must demonstrate a sense of humor and respect for all ages and abilities.
- Must be adept at interacting with large groups of children, young adults, adults and families.
- Must possess:
 - Effective written and verbal communication skills and an ability to interact in a pleasant and effective manner with a diverse group of patrons and staff.
 - The ability to define and solve problems; be able to work independently and within groups as a team player; be highly self-motivated; be flexible, adaptable, and flourish in a dynamic environment.
 - The ability to demonstrate a positive attitude, strong interpersonal skills, cultural sensitivity, and joy in working with youth and their families.
 - Adequate transportation to get to and from work and a valid ID and or driver's license.

Compensation and benefits: \$14.00 per hour. 10-10.5 weeks paid internship position (no fringe benefits). Preferred start date May 21 and end date Aug. 1. Automatic deposit of paycheck required.

The Boyle County Public Library is an equal opportunity employer and is committed to creating an inclusive environment for all employees.

Application Deadline: Please email resume, cover letter, and three (3) references to jobs@boylepublib.org by 11:59 pm on April 18, 2024. Please enter "Summer Reading Program Video/Photo Intern" in the subject line.

