

City Council

PHILADELPHIA



CITY COUNCIL

Digital Photography & Video
Fellowship

Fall 2016 Application



PROGRAM OVERVIEW: DIGITAL PHOTOGRAPHY & VIDEO FELLOWSHIP

The City of Philadelphia is strongly committed to improving public services for its citizens.

The pursuit of this goal requires the hard work and dedication of qualified public service professionals. Recruiting highly qualified applicants, from graphic design programs across the Philadelphia region, has proven to be one of the best ways to effectively communicate this goal.

The Office of Philadelphia City Council President is seeking a highly motivated visual design student to fill the position, Digital Photography & Video Fellow. Based on performance, the Fellow may have the opportunity to extend employment through the Spring 2017 semester.



City Council Fellows can expect to receive \$12 per hour at 10-15 hours of work per week, depending on an individual's schedule.

Alternatively, applicants are also strongly encouraged to communicate with their academic programs to determine if academic credit or matching work-study compensation is available. Our program has a long history of working with schools to customize a work experience to satisfy any academic requirements necessary for academic credit or independent study.



DUTIES AND RESPONSIBILITIES

The Digital Photography and Video Fellow will help create, edit and distribute develop high quality photography and video projects for Philadelphia City Council. These projects will be used both on their own on web and social media and as part of reports, studies and other publications to help raise awareness of City Council initiatives and to help develop the City Council public identity.

Essential functions include:

- Producing high-resolution, high-quality photographs and video of City Council members at various public events or in Council sessions as directed. Transportation to off-site events will be provided or Fellow will be reimbursed
- Editing photos of covered events to the specifications of final usage (i.e. print, web, etc.)
- Editing videos of Council events to the specifications of final usage (i.e. YouTube, Instagram, website, etc.)
- Assisting with the maintenance of the Flickr photo database

ELIGIBILITY CRITERIA

- Must have experience with DSLR cameras, studio photography, event photography and outdoor photography. Experience editing images for print and electronic usage is also required.
- Candidates with experience with digital video, filming and editing videos for the web are strongly preferred.



- Experience using Photoshop or other similar photo editing software; Final Cut Pro X, iMovie or other similar video editing software in addition to solid to above average Mac skills and familiarity with Microsoft Office, WordPress, Flickr, YouTube, Facebook, and Twitter.
- Must have good written and oral communication skills.
- Must present portfolio of a variety of photographs that is reflective of the candidate's ability to produce studio and portrait photography, event photography, and outdoor photography as well as any specific areas of expertise. A portfolio of video samples (or link to those posted online) is also strongly encouraged.
- Must be extremely organized and detail oriented.
- Must have excellent time management skills, as well as office, telephone and online email etiquette.
- Must have ability to work independently as well as in partnership with team.

TERMS OF THE FELLOWSHIP

The Digital Photography & Video Fellowship is designed to run concurrently with the Fall 2016 and Spring 2017 academic semesters, beginning in September and ending in June. Exact dates will be subject to the candidate's availability. The chosen fellow will be expected to provide 10-15 hours of work per week, largely in the City Council offices at City Hall, although some exceptions can be made for occasional remote work.

Compensation for the term of the fellowship will be \$12 per hour at 10-15 hours per week. Though the term of the fellowship ends in June 2017, the chosen fellow is free to reapply for future terms using the requisite application process.



SELECTION PROCESS

STEP 1: Applicants must email the following to Council.Fellowship@phila.gov & Patricia.Gillett@phila.gov no later than August 19th, 2016. Applicants must be willing to be available beginning in mid-September through December 2016 with the potential to continue through June 2017. The following will be reviewed:

- Current digital copy of graduate/university transcript
- Resume/CV
- Digital portfolio of work samples
- Contact information for two (2) references
- Hours of weekly availability totaling at 10-15 per week

STEP 2: Final round applicants will be invited to interview in person for the position.

ADDITIONAL INFORMATION

This position carries a residency requirement and the successful candidate must establish residency in Philadelphia within six months of being hired.

The City of Philadelphia is an Equal Opportunity employer and does not permit discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status. If you believe you were discriminated against, call the Philadelphia Commission on Human Relations at 215-686-4670 or send an email to faqpchr@phila.gov. For more information, go to: Human Relations Website: <http://www.phila.gov/humanrelations/Pages/default.aspx>

