

Position Description

Job Title:	RSI - Communications Multimedia Associate	Revision Date:	10/14/2022
Department:	Philadelphia Parks & Recreation	Hiring Manager:	Joe O'Connor, Graphic Design Specialist
Hourly Rate:	\$15/hour	Application deadline:	Open until filled
Position Type	Temporary/Seasonal Employment; Nine (9) Months in Duration; 20 to 30 hours per week		

Overview of City of Philadelphia

With a workforce of over 30,000 people, and opportunities in more than 1,000 different job categories, the City of Philadelphia is the sixth largest city in the United States and one of the largest employers in Southeastern Pennsylvania. As an employer, the City of Philadelphia operates through the guiding principles of service, integrity, respect, accountability, collaboration, diversity and inclusion. Through these principles, we strive to effectively deliver services, to resolve the challenges facing our city, and to make Philadelphia a place where all of our residents have the opportunity to reach their potential.

Agency Description

Philadelphia Parks & Recreation (PPR) advances the prosperity of the city and the progress of her people through intentional and sustained stewardship of over 10,200 acres of public land and waterways as well as through hundreds of safe, stimulating recreation, environmental, and cultural centers. PPR promotes the well-being and growth of the City's residents by connecting them to the natural world around them, to each other, and to fun, physical, and social opportunities. PPR is responsible for the upkeep of historically significant Philadelphia events and specialty venues and works collaboratively with communities and organizations in leading capital projects and the introduction of inventive programming. To learn more about Philadelphia Parks & Recreation, visit us at www.phila.gov/parksandrec, and follow @philaparkandrec on Facebook, Twitter, and Instagram.

Position Summary

The Recreation Specialty Instruction (RSI) will serve as a Communications Multimedia Associate. This is part-time, temporary employee will document departmental programs, events, and services visually. Primary responsibilities will include arranging photo shoots with PPR staff and partners, traveling throughout the city for photo shoots, and editing and uploading pictures (including appropriate descriptions, titles, and tags). The Associate will also ensure all photographic and video content created by the communications team are archived and tagged appropriately.

Secondary responsibilities may include creating videos to showcase departmental initiatives and services; contributing written stories for use on the departmental blog, newsletters, and social media. The Associate will work closely with the Director of Communications and collaboratively with members of the PPR communications team, as well as other department employees and partners.

Please note that this position is split between the field (production) and PPR offices (post-production).

Responsibilities

Responsibilities will include:

- Produce high-quality, creative photos with top-notch lighting and editing
- Create shot lists, storyboards, and asset deliverable expectations for shoots
- Plan, set up, direct, and capture on-location shots to create compelling imagery
- Retouch images, color correct, etc.
- Take images for different uses such as a social media, websites, newsletters, or print
- Manage the department's video, photo, and graphic design archives on Flickr
- Contribute to social media content
- Other duties as assigned

Competencies, Knowledge, Skills and Abilities

- Be skilled in photo production and editing (working knowledge of corresponding hardware and Adobe Creative Cloud applications is required), including demonstrated ability to take professional-grade lifestyle photos and action shots
- Have above-average retouching abilities on digital imagery
- Capable of directing others where to sit/stand/pose/etc.
- Be passionate about event and documentary-style photography and have a firm understanding of contemporary event photography and photojournalism
- Be comfortable with social media platforms
- Be creative, curious, organized, and detail-oriented
- Be enthusiastic about our organization's mission
- Be capable of working with a diverse portfolio of audiences and programs
- Be able to work under short deadlines, if necessary
- Have excellent interpersonal skills and follow-up skills
- Be willing to travel around the city frequently for events and interviews
- Be available for night and weekend work on occasion
- Bonus skills: video production and editing, graphic design skills

Qualifications (Education and Experience)

- Bachelor's degree in photography, communications, marketing, graphic design, film, or related experience strongly preferred
- 1-2 years of related photography experience

Additional Information

- Successful candidates **MUST** be a city of Philadelphia resident as a condition of employment.
- Interested candidates must submit a cover letter, resume, and portfolio samples (preferably as a link rather than attachment) to parksandrecreation@phila.gov.
- 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>