

Position Description

Job Title:	Multimedia Associate - RSI	Revision Date:	February 20, 2026
Department:	Philadelphia Parks & Recreation	Hiring Manager:	Ra'Chelle Rogers, Communications Director
Hourly Rate:	\$19/hour	Application deadline:	March 31, 2026
Position Type	Temporary/Seasonal Employment; Six (6) to Nine (9) Months in Duration		

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 its 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, X, Instagram and TikTok.

Position Summary

The Multimedia Associate - Recreation Specialty Instructor, will assist with the development and growth of the department's social media platforms. Responsibilities will include photographing and filming department events and programs, creating videos to showcase departmental initiatives and services, editing using CapCut or Adobe Premiere Pro, and support the graphic design process for print and digital materials.

The Associate works collaboratively with members of the PPR communications team, as well as other department employees and partners.

This full-time, seasonal position begins in April 2026 and ends in October 2026. The successful candidate will be willing to work in-person, 5 days a week. [Please note that this position is split between the field (production) and PPR offices (post-production) and is not a freelance/work-from-home opportunity.]

Responsibilities

- Photographing programs, events, and facilities
- Filming videos about programs, services, facilities, staff, and volunteers
- Editing footage using CapCut or Adobe Premiere Pro with quick turnaround
- Supporting the design process for print and digital collateral
- Contributing to social media content
- Other duties as assigned

Competencies, Knowledge, Skills and Abilities

- Skilled in photo and video production and editing (working knowledge of corresponding hardware and Adobe Creative Cloud applications required)
- Fluent in social media platforms and trends
- Creative, curious, organized, and detail-oriented
- Ability to work with a diverse portfolio of audiences and programs
- Ability to work in fast-paced environment and under short deadlines
- Self-sufficient and self-starter
- Ability to travel around the city frequently for events and interviews

Qualifications (Education and Experience)

- Bachelor's Degree in Communications, Marketing, Graphic Design, Film, or related field
- 2-3 years of related work experience (e.g., communications, content creation, film, or marketing.)
- Experience designing print materials as well as digital graphics

Additional Information

- Successful candidates must be a city of Philadelphia resident as a condition of employment.
- Interested candidates must submit a cover letter and resume to parksandrecreation@phila.gov. (Portfolio links or content links are required.)
- 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>