



Outstanding Employment Opportunity:

TOTV INTERN

City Manager's Office

Gain valuable work experience by considering an unpaid internship at the City of Thousand Oaks TOTV Channel

The City is accepting applications from students who are currently enrolled in an accredited college or university pursuing either an undergraduate or a graduate degree. It is anticipated two candidates will be selected to work in the TOTV unit of the City Manager's office at City Hall.

This internship will involve assisting City staff in every aspect of video production (Electronic News Gathering (ENG), documentaries, short narrative-style HD videos) and coverage of government meetings.

The ideal candidate should:

- Have a basic knowledge of computers (PC and Mac)
- Work well in a team environment
- Work independently while meeting deadlines
- Take initiative and be a quick learner

Other Essential Attributes

- Confidence
- Tech Savvy
- Creativity
- Problem-Solver

Qualifications:

Must be currently enrolled in a college or university as an undergraduate or graduate student. The successful candidate will be pursuing a degree in Cinema and Television Arts, Communications, Multi-Media, Computer Animation, Journalism or related field. Knowledge or experience with lighting, professional cameras, video editing (i.e., Adobe Premiere Pro CC and/or computer animation (Adobe After Effects) is highly desirable.

Qualifications will be evaluated based on all materials submitted and only the most qualified applicants will be invited for an interview.



Unpaid Internship Opportunity

- ⇒ Flexible schedule to include working up to 19 hours per week; up to a six-month (6) assignment

Applications will be accepted until a sufficient number of qualified candidates have applied for this internship.

Apply at www.toaks.org/jobs

For questions, contact Elena in Human Resources at 805-449-2126 or Richard Swingler in TOTV at RSwingler@toaks.org

View TOTV programming:
www.youtube.com/cityofthousandoaks

City Hall Office Hours:
(Monday–Thursday)
7:30 a.m. to 5:30 p.m.
and alternating Fridays
(8:00 a.m. to 5:00 p.m.)