**Office of  
Information Technology and Media  
148 Peck Street  
Rehoboth, MA 02769**

**TEL: (774)-565-0313**

**FAX: (508) 252-5342**

**Job Posting**

**Job title:** Videographer  
**Job status:** Per-diem - Temporary  
**Compensation:**$20/hr with a minimum of 3 hours of pay per meeting/event.   
**Benefits:** None  
**Conditions of employment:** CORI check, driving record check, and medical physical  
**Work location:**Rehoboth, MA - Typically at Rehoboth Town Hall (148 Peck St) but also other locations around town as needed.  
**Work hours:** Various.

* Government Meetings
  + Typically starting between 6pm to 7pm and lasting until meeting is over (occasionally past 10pm)
  + Meetings can run anywhere from .5 hours to 5 hours
  + Usually Monday, Tuesday, and/or Wednesday nights (some Thursday as needed)
  + 8 – 12 meetings per month on average
  + Use 3 or 4 mounted PTZ (pan-tilt-zoom) cameras to film and broadcast government meetings
  + Responsible for all facets of the audio, video, and graphics
  + Setup of meeting room (tables/chairs etc)
  + Existing knowledge is helpful but paid training will be provided
* Other video coverage
  + Could include events during weekdays, evenings, and/or weekends
  + Events are typically within Rehoboth, MA and can include community event coverage, lecture/presentation coverage, school event coverage, etc.

Requirements:

* Ability to work alone in a professional setting
* Availability on short notice (only 48 business hours notice is required to post and hold a government meeting)
* Ability to multitask effectively
* Communicate professionally and effectively
* General comfort with electronic equipment, video systems, and computer programs
* Reliable transportation
* Ability to lift 40lbs.

Requested skills:

* Experience with multi-camera switching is preferred, but not required
* Experience with lower-third and basic graphics is preferred, but not required
* Experience with Tightrope Media Systems playback system is preferred, but not required
* Local applicants strongly encouraged
* Use of prosumer camera, audio inputs, microphones (lav/handheld, wired/wireless)

**To Apply: (Applications accepted until positions are filled)**

Submit the following to Cindy McDonough via e-mail at CMcDonough@rehobothma.gov (PDF preferred for both) or drop of printed copy at Town Hall 148 Peck St, Rehoboth, MA 02769

* + **Resume**
  + **Completed Town Application**

**Posted: 9/1/2021**

**Town Hall Highway Dept**

**Police Dept Library**

**Transfer Station Town Website**