

### *Job Description*

- JOB:** Video/Multimedia Site Coordinator  
Lost Battalion Hall Recreation Center  
93-29 Queens Boulevard, Rego Park, NY, 11374
- START DATE:** Feb-June 2012
- RATE:** \$22 per hour
- HOURS:** after school and evening hours (occasional Saturdays) during the school year.

City Parks Foundation (CPF) is the only independent, non-profit organization to offer park programs throughout the five boroughs of New York City. CPF works in over 700 parks citywide, presenting a broad range of free arts, sports and education programs and helping citizens to support their parks on a local level. Our programs and community-building initiatives reach more than 600,000 New Yorkers each year, contributing to the revitalization of neighborhoods throughout New York City.

### **Responsibilities**

The City Parks Foundation's multimedia out-of-school programs combine digital filmmaking and sound production classes with media literacy, academic support, and other technology training to middle and high school students. The programs expose students to varied opportunities through instruction, project-based learning, local fieldtrips and family activities. The initiative is part of a larger effort to revitalize park and Recreation Center programming.

Youth (ages 13 –18) learn the skills necessary to become digital storytellers, musicians and filmmakers. The curriculum is centered on cultivating a strong technical vocabulary and providing an outlet for creative expression. Students are encouraged to collaborate through team-building activities and the sharing of responsibilities, ensuring experience with all aspects of production. Upon completion, youth work is featured at public screening events, submitted to festivals and for television broadcast.

- **Media Instruction & Support:** provide technical training in digital video while supporting production and satisfactory completion of documentary, narrative and other media projects.
- **Design hands-on interdisciplinary lessons** that develop marketable skills and creative expression, encourage curiosity, and use community/outdoor space as a learning laboratory.
- **Help implement activities** designed to develop academic skills, promote healthy behaviors, inspire and expose students to diverse life opportunities. This will include project-based learning, local fieldtrips, showcase events, and family activities.
- **Recruitment & Partnerships:** assist program coordinator in recruiting youth for media programs, creating and maintaining partnerships with local organizations.

- **Equipment & Project Maintenance:** supervise maintenance of media equipment, organize and maintain all project files for video and audio programming.
- Participate in staff meetings, trainings and events as required.
- Identify and conduct interesting and relevant fieldtrips throughout the city, including youth media festivals and museums.
- Document and evaluate participants' academic progress, program impact and outcomes.

## **QUALIFICATIONS**

- Expertise in digital video camera, sound and lighting equipment.
- Expertise in Final Cut Pro HD, After-Effects and other media post-production applications.
- Experience teaching in informal settings using experiential learning and group facilitation.
- Superior communication, organizational, and interpersonal skills.
- Ability to work with diverse students and low-income communities.
- Ability to work independently and as part of a team essential.
- Versatility, resourcefulness and creativity required.
- Working knowledge of MS Office, Adobe PhotoShop, Web-design applications, Internet applications, KidPix and other educational & creative software.
- Proficiency with both PC and Mac platforms.
- Commitment to youth-centered community development and project-based learning.

Interested candidates should email *cover letter* and *resume* to:

[Education@CityParksFoundation.org](mailto:Education@CityParksFoundation.org)

or send via hard mail to:

**Education Search**  
**City Parks Foundation**  
**1234 Fifth Avenue, Room 232**  
**New York, NY 10029.**

**No calls or faxes, please.**