

City of Edina – Volunteer Service Description



Service Title: Video Production Volunteer
Department: Communication & Technology Services
Supervisor(s): Scott Denfeld
Service Location: Edina City Hall

Purpose: Provide assistance to Video Production staff in producing meetings, including bi-weekly meetings of the City Council and Planning Commission, quarterly meetings of the Park Board and Transportation Commission, and annual meetings of all other advisory boards and commissions.

Population Served: Viewers of Edina TV and those who watch meetings online

Time Commitment: There are typically four or more meetings per month, each lasting more than two hours. A single volunteer would not be expected to work all of the meetings in a month. Junior volunteers are dismissed prior to curfew when longer meetings are in session.

Minimum Length: On-going

Qualifications/Desired Skills:

1. Strong interest and/or previous experience in video production
2. Interest in local government or policy-making
3. Ability to take direction

Service Duties: Video Production volunteers will assist one or more Video Production Assistant in producing the meeting. Duties may include switching cameras, preparing lower-thirds or other graphics and trouble-shooting audio and visual equipment. Volunteers must be able to sit for long periods of time while maintaining a focus on the meeting.

Outcomes/Learning Opportunities:

- Make an impact in the City and for residents
- Share and utilize talents and interests
- Strengthen talents and develop another “clip” for demo reels

On-boarding: Every volunteer will have to apply, interview and complete a background check.

Training Requirements: Every volunteer will be required to attend volunteer orientation and complete a training checklist specific to their service position. One-on-one training would be provided on the switcher and other equipment used for meeting production.

Supervisory Plan: Reports to Video Production Coordinator Scott Denfeld or his delegate