

Located an hour east of Toronto, the thriving Southeastern Ontario community of Northumberland County has a rich history of agricultural production, world-class manufacturing, and economic viability. As the upper tier of municipal government, we weave together seven diverse yet complementary municipalities.

Currently, we are looking to fill the following summer student vacancy:

### **Student Assistant, Photographer/Videographer, Tourism and Economic Development**

Contract, full-time

May 8, 2023 – August 25, 2023

35 hours per week

Reporting to the Manager of Tourism, you will be working with the Tourism Department and Business & Entrepreneurship Centre of Northumberland. You will attend events and visit businesses within Northumberland County to shoot and edit photo/video footage in support of our regional marketing initiatives. You will also be responsible for the technical tasks related to production and post-production. You will transport, set up, and operate equipment; and assist with staging, set preparation and dressing and work closely with the Tourism and Economic Development team to execute concepts through to completion.

#### **Major Areas of Responsibility**

- Capture video/photos at pre-determined businesses and locations throughout Northumberland County showcasing our urban communities and rural tapestry;
- Transport, set-up, operation, and maintenance of production equipment including cameras, audio/video recorders, lighting equipment, props, and microphones;
- Obtain photo/videography consent of subjects where required;
- Tag, upload, and archive photos to a variety of digital platforms.

#### **Qualifications & skills:**

- Related post-secondary education is preferred.
- Knowledge of Northumberland County municipalities (the Town of Cobourg, Municipality of Port Hope, Municipality of Trent Hills, Municipality of Brighton, Township of Hamilton, Township of Alnwick/Haldimand and the Township of Cramahe) is a definite asset.
- Photoshop/Lightroom editing and understanding of image and video processing including technical requirements for print, web & social sharing.
- Your own laptop, editing software & camera would be useful, but not required.
- Must be able to provide own transportation to various locations throughout Northumberland County.
- Strong time management and communications skills.
- Attention to detail and accuracy .
- Working knowledge of Microsoft Office Suite programs (Word, Excel, Outlook).
- Must be able to work evenings, weekends and holidays, when required.

You must be a fully licensed Class G driver and have appropriate safety footwear. An acceptable driver's abstract (3-year uncertified driver's record) must be submitted with your application. **Resumes submitted without an acceptable driver's abstract will not be reviewed.**

The successful candidate will be required to submit a satisfactory Police Record check prior to the commencement of employment.

A student is defined as a person between the ages of 15-30 at the start of the employment; registered as a full-time student in the previous academic year (2022/2023) and intends to return to school on a full-time basis in the next academic year (2023/2024). As a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment, you are legally entitled to work in Canada. You must be available to work from May 8 to August 25, 2023.

We thank all applicants for their interest, however, only those selected for an interview will be notified. If you wish to apply for more than one job, please apply to each position individually.

When emailing your application, please ensure your up-to-date cover letter, résumé and driver's abstract are submitted as a single document in Microsoft Word (.doc) or Adobe PDF (.pdf) format. Please also indicate in your cover letter your preferred method of contact: text, email, or phone call.

We invite you to submit your application to **by 4:30pm on Monday, March 20, 2023:**

Human Resources

County of Northumberland

555 Courthouse Road

Cobourg, ON K9A 5J6

**Email: [hr@northumberland.ca](mailto:hr@northumberland.ca)**

**Subject line: Student Assistant, Photographer/Videographer, Tourism & Economic Development**

Please note that accommodations are available, upon request, to support applicants with disabilities throughout the recruitment process. Please e-mail your request to [accessibility@northumberland.ca](mailto:accessibility@northumberland.ca) or call 905-372-3329 ext. 2327. Alternative formats of this job posting are available upon request.

Personal information collected through the recruitment process will be used solely for the purpose of candidate selection, in accordance with the Municipal Freedom of Information and Protection of Privacy Act.