

CITY OF LOS ANGELES • DEPARTMENT OF RECREATION AND PARKS

*Evergreen Recreation Center*

[Evergreen.recreationcenter@lacity.org](mailto:Evergreen.recreationcenter@lacity.org)

(323) 262-0397

**Recreation Assistant – Film Videographer and Video Editor/Social Media**

**Available Hours:** Hours and Time Varies  
0-20 hours a week

**Job Description:** Seeking a candidate proficient in Filming and Editing Videos for Recreation Center, Programs, Special Events, such as our Judo Event (March), Baseball/Softball Opening Day (April), Spring Event, Halloween (October), Winter Festivities (November-December), Summer Camp (June-August), PlayLA launch, Sports (Year Round), Camp Games, Activities and Trainings at center level as well as Citywide.

**Responsibilities:**

- Operates video camera on site and off location.
- Film recreation center classes, programs, special events, camp games, activities and trainings.
- Be able to piece together a vision based on the Director's interpretation.
- Travel to other locations for special event and training videos.
- Design, transports, set up, and operate equipment, including audio and lighting, microphones, props and other equipment for center and field.
- Inserting closed captioning, graphics, special effects or other on screen text into a video.
- Computer edits video segments on a variety of digital format and social media.
- Performs miscellaneous job-related duties as assigned by the Recreation Park Director.

**Qualifications:**

- Must have experience in filming videos and editing.
- Must have a valid Driver's License.
- Ability to edit videos in different formats.
- Knowledge of professional audio and video tape editing and post production procedures, techniques, and standards.
- Requires standing/walking for a few hours and handling average weight objects up to 25 pounds.
- Strong attention to detail
- Must be able to follow directions, be on time, and be reliable.
- Must be fully vaccinated.

**To Apply:**

Send resume and sample of video work to:

[Leticia.Lopez@lacity.org](mailto:Leticia.Lopez@lacity.org)

2844 E. 2<sup>nd</sup> St

Los Angeles, CA 90033

**Last Day to Apply:** February 16<sup>th</sup>, 2023