



City Hall Internship Program

Title: Summer Mayor's Office Media Production Internship

Supervisor: Liz Amler/Katie Vane

Internship Location: Mayor's Office

Description:

The City of Burlington Mayor's Office is currently seeking an intern to support the Mayor's Office who has an interest in municipal issues broadly as well as a demonstrated interest in major issues in Burlington, such as environmental sustainability, expanding housing opportunities, addressing the opioid crisis, providing early childhood education, or urban planning or community outreach initiatives.

The individual should have experience with photography and videography, and excelled research and writing skills. Familiarity with managing social media accounts is preferred but not required. The individual will be involved in creating written, photography, and video content to support the Mayor's Office community outreach and engagement efforts.

The individual should also be comfortable conducting research and analyzing information from various sources to provide oral or written briefings to Mayor's Office team on issues of interest to City officials. Our ideal candidate would possess a demonstrated ability to think critically and creatively, and to operate without consistent supervision. Candidates for this internship must be self-motivated individuals who can represent the City well in a variety of settings, including across different City departments and with members of the public.

Responsibilities:

- Create written, photography, and video content for a range of social media platforms, including Facebook, Twitter, Instagram, and Front Porch Forum
- Draft memos, reports, and presentations, or provide verbal briefings to a variety of City officials, not limited to others in the Mayor's Office
- Assist with the preparation of materials for meetings on a range of topics, compile notes, and summarize the discussion of those or other meetings
- Attendance at some night meetings or daytime press events may be offered as a professional development opportunity, but would not be required
- Help with additional office tasks as needed

Requirements (professional/skill requirements and time requirements):

- Students applying for this internship should have an undergraduate or graduate academic experience with a focus in media studies, marketing, communications, political science, community outreach, urban planning, and/or economics
- Applicants who are not currently students should have personal or professional experience and demonstrated interest in municipal issues and/or communications and social media management
- Applicants should be able to provide one short writing sample (2-5 pages) and references upon request
- Candidates should be willing to dedicate 10-16 hours per week on this internship
- While not required, candidates should preferably have experience working on an issue related to a challenge faced in Burlington, including but not limited to community

- outreach, housing, urban planning, early childhood education, and strategies to address the opioid crisis
- Sample of photography and videography a plus

Learning objectives:

- To familiarize the intern with City Hall and what it's like to work for local government
- To familiarize the intern with the City's specific goals, initiatives, and projects
- To support the intern in conveying City's goals, initiatives, and projects to a wide audience, through the use of social media, including photography and videography, and traditional press releases and statements
- To support the intern in gaining experience writing professional memos, research papers, or briefing City officials on pertinent matters
- To increase the intern's awareness of public forums and community events that take place around the city

The City of Burlington does not discriminate on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information in employment or the provision of services. Women, minorities and people with disabilities are highly encouraged to apply.

Apply Here: <https://www.burlingtonvt.gov/CEDO/City-Hall-Internship-Program>