



Accepting applications for:

Hourly Video Production Specialist – Senior Center

Senior Center Division

Application deadline: Tuesday, July 28, 2026

Visit www.icgov.org/jobs to apply online

Variable daytime hours up to 20 hours per week

Wage: \$15.00 per hour

Hours: to be scheduled between 8:00am – 5:00pm, Monday – Friday, plus some evening and weekend hours

Job Summary:

Under direction, provides event photography and visual documentation for Senior Center programs and events, as directed by the Senior Center Coordinator. Provides one-on-one digital support appointments for Senior Center participants, as scheduled and assigned by the Senior Center Coordinator. Provides general digital assistance to support Senior Center programs and operations, as assigned by the Senior Center Coordinator. Working closely with volunteers, and Senior Center staff, coordinates all aspects of Senior Center Technology & Video production. Assists in the recruitment, training, and coordination of older adult volunteers in video production. Coordinates and assists in the production of in-house programs, promotional videos, public service announcements, social media and other programs that promote the Senior Center and a positive concept of aging. Manages and maintains Senior Center Technology & Video equipment and makes appropriate recommendations for repair or purchase of equipment. Maintains a media archive of Senior Center Technology & Video programs. Develops training materials for older adults. Researches and assists with writing

grants to further the ability of Senior Center Technology & Video to meet its goals. Performs other related duties as assigned.

Minimum Education, Experience, Certification/Licensure, Other:

Background in communications, telecommunications, broadcast, film or video production. Proficiency in, or ability to quickly learn, all aspects of digital video production, including pre/post-production, audio and lighting techniques. Familiarity with professional digital video cameras. Familiarity with current professional video editing software. Self-motivated, self-learner. Good organizational skills, including the ability to observe, assess, and analyze situations. Ability to train and support volunteers with no prior video production experience. Willingness to learn about and be sensitive to the learning needs, interests, and styles of older adults. Ability to work with multiple projects simultaneously. Must pass criminal background check.

More Information:

The City of Iowa City is an eligible employer under Public Service Loan Forgiveness Program. Please visit the [PSLF website](#) for more information.

*IT IS THE POLICY OF THE CITY OF IOWA CITY TO AFFORD EQUAL EMPLOYMENT OPPORTUNITIES
FOR ALL EMPLOYEES AND POTENTIAL CITY EMPLOYEES. DISABILITY-RELATED ACCOMMODATIONS
CAN BE REQUESTED AT 319-356-5020 OR jobs@iowa-city.org.*

