GEORGIA SENATE PRESS OFFICE

Broadcast Aide Job Description

2023 Legislative Session

The Georgia State Senate Press Office is currently looking to fill one (1) Broadcast Aide positions for the 2023 Legislative Session of the Georgia General Assembly. This is a **temporary, full-time paid position** that will run from the first week in January to the beginning of April. Responsibilities of the Senate Press Office Broadcast Aide include:

- Assisting the Broadcast Specialist with livestreaming and archiving Senate Standing Committees and Senate Floor proceedings using Vimeo as the primary streaming platform
- Assisting with shooting, editing and producing videos for all 56 Senators and the Lt. Governor during the legislative session; day turn single issue videos, press conference videos
- Using Adobe Premier to edit videos
- Clipping video of Senate proceedings
- Assisting with all incoming requests for video from Senators and staff using primarily Dropbox for delivery
- Maintaining all equipment and functionality of primary production spaces
- Press conference coordination - prepare audio equipment, seating arrangements, podium, microphone positioning and media outreach
- Troubleshoot committee audio/video throughout session
- Using Adobe Photoshop to complete customized graphics for Senate broadcasts

Candidates must have strong video production skills, experience or willingness to learn Livestream software, and proficiency in editing video. Preference will be given to candidates who have recently graduated with degrees in Communications, Broadcast Journalism, Film/Video or a related field. Please send your resume and three (3) samples of your video/editing work to Keenan.Rogers@senate.ga.gov.

The Senate Press Office is the official press and media relations office for the Georgia State Senate. This office does not produce campaign-related materials, write campaign speeches, or participate in other campaign-related or partisan activities beyond the scope of the day to day duties.

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