



## City of Irving Job Description

### Intern

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<b>FLSA Status:</b>	Non-Exempt	<b>Job Department:</b>	Multiple Departments
<b>Job Code:</b>	9555	<b>Reports To (Job Title):</b>	Assigned Employee

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#### PURPOSE

To assist with daily activities of an assigned department.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Assist with day-to-day activities of assigned department.
- Clean and help maintain equipment, and perform other related duties as assigned.

##### **If Assigned to Information Technology:**

- Answer phone calls for support and remote assistance as necessary.
- Handle walk up customers with minor troubleshooting support.
- Enter tickets into the help desk system and assign to appropriate team or individual.
- Perform data analysis or build reports using help desk system data or asset management system data.

##### **If Assigned to Irving Community Television Network (ICTN):**

- Assist and use video and audio equipment; Make tape duplicates.
- Edit video using non-linear editing system.
- Serve as crew member for internal and external productions.
- Set up studio for internal shoots, including lighting set up, equipment placement, and general assistance.
- Clean equipment and vehicles.

##### **If Assigned as a Collections and Archives Intern with the Irving Archives & Museum (IAM):**

- Pack and store artifacts.
- Catalogue and research the museum collection.
- Perform data entry of collections records, and processing of archival collections.
- Assist Director, staff, and exhibitions team with planning and installation of new museum.
- Assistant Director and exhibition team with exhibition development, which includes coordinating schedules and deliveries.

##### **If Assigned as an Administrative Intern with the Irving Archives & Museum (IAM):**

- Assist Director, staff, and exhibitions team with planning and installation of new museum.
- Assist Director and Strategic Planning and Fundraising Team with strategic planning project and development of fundraising plan.
- Assist Education & Programs Coordinator with developing education programming plan for new museum.
- Provide assistance with development and writing of grant applications.

**If Assigned as a Digital Media and Marketing Intern with the Irving Archives & Museum (IAM):**

- Work with Irving Arts Center (IAC) Marketing Team to implement marketing plan.
- Develop social media posts promoting IAM and Collections.
- Work with staff to access and research collections and propose project for sharing images, stories, and educational content.
- Develop promotional materials for launch and opening of new museum.

**If Assigned as a Risk Management Intern:**

- Learn, assist, and advise on the functional effectiveness of the City of Irving’s Risk Management Program.
- Assist in reviewing the Risk Fund.
- Review and revise the City’s Insured Properties.
- Assist with management of the City’s Self Insured Programs, and with coordination of special Risk Management projects.

**OTHER DUTIES AND RESPONSIBILITIES**

- Assist support staff as needed.
- Demonstrate for new interns the performance of assigned duties.

**SUPERVISORY RESPONSIBILITIES**

Supervisory responsibility is not a regular part of the position.

**FINANCIAL / BUDGETARY RESPONSIBILITY**

None

**QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

**EDUCATION**

- Equivalent to the completion of 12th grade; currently enrolled in a college or university.

**EXPERIENCE**

- No minimum experience required.

**CERTIFICATES, LICENSES, REGISTRATIONS**

- Appropriate, valid, state-issued driver’s license, or ability to obtain upon hire, may be required.

## **KNOWLEDGE OF**

- Customer Service: Principles and processes for providing customer and personal services including a desire to help customers regardless of their circumstance.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Maintenance Principles: Processes involved in upkeep of property and equipment to the optimum state of cleanliness, repair and efficiency.

## **SKILLS AND ABILITIES IN**

- Accuracy: Paying attention to detail in dealing with numbers, words, and ideas.
- Information Organization: Finding ways to structure or classify multiple pieces of information.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.
- Operations Analysis: Analyzing needs and product requirements to create a design.
- Active Learning: Working with new material or information to grasp its implications.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Complex Problem Solving: Identifying problems and reviewing related information to develop and evaluate options and implement solutions.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Service Orientation: Actively looking for ways to help people.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand.
- Technical Reasoning: Interpreting an extensive variety of technical instructions in mathematical or diagram form.
- Speech Recognition: Identifying and understanding the speech of another person.
- Deductive Reasoning: Applying general rules to specific problems to come up with logical answers. This involves deciding if an answer makes sense or provides a logical explanation for why a series of seemingly unrelated events occur together.
- Inductive Reasoning: Combining separate pieces of information or specific answers to problems to form general rules or conclusions. This includes coming up with a logical explanation for why a series of seemingly unrelated events occur together.

## **GUIDANCE RECEIVED**

### **On-going Instructions and Range of Procedures**

Follows a range of established procedures, work methods and direct instructions. Must determine which procedure or method applies to each task or assignment and has some flexibility about the sequence of work. Issues outside of specific instructions and procedures are referred to supervisor or more senior position.

## **CONTACTS**

Deals with the general public and other city employees when on shoots or on location.

## **EQUIPMENT AND PROPERTY**

Cameras and associated equipment: tripods, viewfinders and auxiliary items; Production vehicles: large and small production trucks, cars, trucks and vans assigned to the department; Computers and editing systems: PC and Apple platforms, two current editing programs and various retired programs, teleprompter systems (including laptops, monitors and use-specific programs); Production equipment: microphones, studio and location lighting equipment, back-drops and stands, light management devices (scrims, gels) cables; and, Studio sets.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.\*

The employee constantly is required to carry, crawl, grasp, handle, feel, lift up to 50 pounds, listen, see, sit, talk, and/or walk. Frequently, s/he is required to climb, kneel, push, pull, reach, run, smell, stand/stand still for extended periods and/or stoop. The employee occasionally is required to crawl or drive a vehicle.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

The employee is often exposed to a confining work space, dirty environment, heat and electrical hazards, extreme temperatures or weather conditions, high and precarious work places, improper illumination, and/or noise. The noise level in the work environment is usually moderate.

*Alternatively, if Assigned to Information Technology:* The noise level in the work environment is usually quiet.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.