

Petaluma Community Access TV Access Assistant Interns

Responsible for video coverage and broadcasts of Petaluma School Board meetings. The intern will learn Photoshop procedures for the lower 3rds and Final Cut Pro X for editing the City School Board meeting. Editing, finalizing and copying the meetings to DVD is required. These shows will be broadcast on Channel 26 upon completion.

The meeting time is 5:30 PM setup for a 6:00 PM meeting time. Meetings run approximately 1-4 hours. Editing, finalizing and coping requires an additional 1-3 hours on any day that PCA is open. (Monday, Tuesday, Thursday and Friday 2-8pm)

PCA will train and provide the equipment for the school board taping.

Skills Required: Responsible, reliable and flexible intern with an interest in TV broadcast.

Meeting Times: Petaluma School District Board of Directors: 2nd & 4th Tuesdays, 6pm, except months of July, August, November, December and March. On those months a single meeting will be held on the third Tuesday.

Petaluma Community Access Radio Assistant Interns

Interns are an integral part of the 'community' in community radio. Now that KPCA is on the air, our need for interns has grown but changed in character. We will teach you to live stream radio broadcasts for TV and radio. If the student wants, they will be able to create a radio show for themselves. The hours are flexible during the broadcasts times between 2-6 hours a week.

These are some of the tasks and training we will provide:

Record station identifications for on-air broadcast

- Record PSAs for on-air broadcast
- Provide vocal training for those who need it
- Helping to make podcasts
- Understand radio operations in the KPCA control room
- Cover field events, away from the studio
- Document the KPCA playlist for the record
- Help with social media and other outreach
- Substitute for other KPCA producers

Petaluma Community Access Assistant position available. This is a paid position at \$15.50/hour to provide video broadcasts of Petaluma, Cotati and Rohnert Park City Meetings. The City Meeting times vary depending on each meeting. PCA Access Assistants set up 30-60 minutes before each live meeting. Availability is Monday through Thursday with start times vary for each meeting anywhere from 3:30 pm to 6:30 pm. The student will learn how to film with 4 cameras, use powerpoint for the lower 3rds and finalize each broadcast for TV.

They are as follows:

Petaluma

Petaluma city meetings occur at City Hall, 11 English Street, Petaluma.

City Council: 1st and 3rd Mondays, 6 pm (start time varies with the volume of Closed Session business)

Planning Commission: 2nd and 4th Tuesdays, 7 pm

Transit Advisory Committee: 1st Thursday, 4 pm

Airport Commission: 1st Thursday, 6 pm

Recreation, Music & Parks Commission: 3rd Wednesday, 7 pm

Technology Advisory Committee: 4th Wednesday, 7 pm

Historic and Cultural Preservation Committee, 2nd Tuesday, 4 pm

Contact: send resume to patty@pca.tv

Rohnert Park

Rohnert Park city meetings occur at City Hall, 130 Avram Avenue, Rohnert Park

City Council: 2nd and 4th Tuesdays, 5:00 pm

Planning Commission: 2nd & 4th Thursdays, 6 pm

Parks & Recreation: 1st Monday, 5:30 pm

Cotati

Cotati city meetings occur at City Hall, 201 West Sierra Avenue, Cotati.

City Council: 2nd and 4th Tuesdays, 7:00 pm

Skills Required: Responsible and reliable student with a flexible schedule with an interest in TV broadcast.