

Village of Glendale Heights

A Proud & Progressive Village for all People



Now accepting applications for the position of

PART-TIME VIDEOGRAPHER

The Village of Glendale Heights

The Village of Glendale Heights is a modern residential, suburban community, 15 miles west of the Chicago city limits. Over the years, the Village has welcomed a significant growth, both in population, and within our business community. Its landscape is dotted with ranch homes, split levels, apartments, condominiums, shopping centers, churches, industrial business parks, beautiful community and neighborhood parks, modern service facilities, and three excellent elementary school systems.

The positive influence of many improvements to the Village, including Camera Park, renovations to the Civic Center, the Center for Senior Citizens, and the Sports Hub, unmistakably echo the vibrant character and the vitality of our community. We have become an attractive, growing community, that boasts within its boundaries AMITA Health Adventist Medical Center, GlenOaks and the beautiful Glendale Lakes Golf Club, owned and managed by the Village of Glendale Heights.

The current population is 34,208 as of the 2010 census. The Village of Glendale Heights is dedicated to maintaining its progressive atmosphere, while offering its residents superior community amenities and services that respect the concerns of residents, while striving to provide a safe, viable community in which to live.



Village Government



The Village of Glendale Heights was incorporated in July of 1959. The first election was held on August 2, 1959. Though incorporated as Glendale, the name was changed to Glendale Heights in March 1960 because of a conflict with another Glendale in southern Illinois. The name chosen is appropriate for “Glendale” as it reflects a close geographic identity with two neighbors, Glen Ellyn to the south and Bloomingdale to the north. “Heights” describes the unique topography of the Village as it rests on two distinct elevations with a 100-foot variation.

The Village is a home rule municipality under the Constitution of the State of Illinois and is governed by a Village President and 6 Village District Trustees. The elected officials serve alternating four-year terms.

The Village of Glendale Heights has over 300 employees making up several departments which include, Administration; Police; Parks, Recreation & Facilities; Public Services; Finance; Administrative Services; Community Development; and Glendale Lakes Golf Club.

Village of Glendale Heights Mission Statement

The Village of Glendale Heights strives to improve the quality of life to all its residents and commits to serve, protect and provide a high standard of services and programs through the cooperative efforts of its residents, businesses, employees and elected officials.

Part-Time Videographer

The Village of Glendale Heights has a position available for a Part-time Videographer in the Public Relations Division of the Administration Department.

The Videographer performs highly responsible technical duties operating functions pertaining to the Village's electronic control room and public access television production center. This includes but is not limited to properly operating and maintaining video cameras, sound systems and related equipment in the production and editing of video documentaries, meeting and event recording, training/educational television programs, or other video productions. The person in this position must be able to work flexible hours, including evenings and weekends.

- Record, edit, design and prepare videotaped programming for cablecast and Internet dissemination.
- Understands and proactively applies graphics guidelines and pre-press preparation.
- Strong knowledge of standard web development and design processes, and email communications.
- Proof and edit video productions, website, public access television and social media content prior to submission for approval.
- Ability to suggest creative solutions to electronic deliverables.
- Well-developed multi-tasking skills to execute multiple design projects at once in a professional, respectful and collaborative manner.
- Ability to handle multiple priorities in a deadline-oriented environment.
- Projects include but are not limited to video and audio projects, website, public access television, presentations, social media, and other specialized forms of media.

This position requires graduation from high school or a GED equivalent with specialized course work in audio-visual, videography, photography, lighting, graphic design and web design; at least one year of experience directly related to the duties and responsibilities specified; two (2) years of increasingly responsible related experience, or any equivalent combination of related education and experience.

Also, thorough technical knowledge, government regulations, and production knowledge of cable television operations and website design, equipment and facilities; strong knowledge of digital photography and videography; strong skills in Adobe software including Adobe Premiere, Adobe After Effects, and Adobe Media Encoder. Intermediate skill level in the Village's current applications of Windows and Word; working knowledge of modern office practices and procedures.

Compensation & Benefits

Pay is \$100 flat rate per meeting.

How to Apply

To apply, please submit a cover letter, resume, and employment application with three professional references to:

Village of Glendale Heights
Attn: HR Division
300 Civic Center Plaza
Glendale Heights, IL 60139

The selection process includes a panel interview and may include job skills testing. All job offers are conditional upon the satisfactory outcome of pre-employment drug testing and background check. Employees are required to have permanent residency within a 15-mile radius of the Village.

Posted 05/2/22; applications are being accepted until position is filled. An Equal Opportunity Employer. The Village of Glendale Heights' is committed to a nepotism policy of employment and advancement based upon qualifications and merit, without discrimination in favor of or in opposition to the employment of immediate family members.

If you are an immediate family member (an employee's spouse; an employee's natural, step, adopted or foster parent; an employee's mother-in-law, father-in-law, daughter-in-law or son-in-law; an employee's grandparent; an employee's child or grandchild; an employee's sister or brother; employee's aunt, uncle, niece, nephew; spouse's grandparent, brothers-in-law, sisters-in-law; or any other dependent residing in the same household of the employee) to a current or past Village employee, please indicate so in the "How did you hear about position?" section of your employment application.