



**THOMAS J. DART  
SHERIFF**

**SHERIFF'S OFFICE COOK COUNTY  
PERSONNEL DEPARTMENT**

**NOTICE OF INTERNSHIP OPPORTUNITY**

<b>Job Title</b>	Intern / Communications & Community Affairs
<b>Summary</b>	Two Communications Interns needed to work with the press team in the Sheriff's Communications and Community Affairs Office. This is an opportunity to gain valuable experience working with our media relations and video department. We are looking for two students or recent grads with positive attitudes, advanced multi-media and video skills, and solid writing ability.
<b>Minimum Qualifications</b>	(1.) Must be at least 18 years of age on or before the first day of the internship; and (2.) Must be enrolled in or have recently graduated from an undergraduate or graduate program.  <i>Application Deadline: <del>July 9, 2010</del> Extended until August 6, 2010</i> <i>Documentation Deadline: <del>July 16, 2010</del> August 13, 2010. A copy of your Driver's License and proof of current enrollment or transcripts/degree from an accredited college or university must be submitted to the Department of Personnel by August 13, 2010.</i>
<b>Preferred Qualifications</b>	Superior skills on Final Cut Pro Studio, including facility with Motion and LiveType. Photoshop expertise. Solid writing skills, as demonstrated through clips from class or freelance work. Interest or experience in video production. Shooting background preferred, but not required (we shoot on Canon cameras). Experience with HTML, web design or coding a plus to help update our website.
<b>Compensation</b>	School Credit Available
<b>Location of Position</b>	Communications and Community Affairs Office 69 W. Washington, Suite 1130

<b>Duties</b>	Duties will include, but are not limited to, working with our video unit to produce web and television segments and general assistance in the press office downtown. Your day might include helping to shoot interviews, riding along with our sheriff's police to collect video, writing and producing packages for our "Behind The Badge" show or "Cook County's Most Wanted"; logging video and timecode; and editing on Final Cut Pro Studio. The sheriff's office is working on producing regular programming for the internet and TV, and the interns will be an integral part of this effort.
<b>Requirements</b>	Hours and days are flexible, but the internship requires a commitment of at least 10 – 20 hours per week, and will continue through the school year.
<b>Application Period</b>	June 25, 2010 – <del>July 9, 2010</del> Extended until August 6, 2010

**If interested in this position, please obtain an APPLICATION from the Cook County Sheriff's website [www.cookcountysheriff.org](http://www.cookcountysheriff.org) or the Sheriff's Office of Personnel located at:**

*Richard J. Daley Center  
50 West Washington, Room 702  
Chicago, IL 60602  
(312) 603-4521*

*Office Hours: Monday through Friday  
8:30 a.m. to 4:30 p.m.*

Please complete the application and submit it to the Office of Personnel in person or by certified mail or overnight courier. All applications must be received by Personnel no later than the close of business on the last day of the application, August 6, 2010. Please note that any documents listed in the Minimum Qualifications section should be provided to the Office of Personnel by August 13, 2010.

**The Cook County Sheriff's Office is an Equal Opportunity Employer.  
The Cook County Sheriff's Office prohibits all Unlawful Discrimination in all Employment Actions.**

*Rosemarie M. Nolan, Director  
Office of Personnel*

*Steve Patterson, Executive Director  
Communications and Community Affairs*

*Posting Number: 2010-10*

*Date: June 25, 2010*