



## TOWN OF TYNGSBOROUGH

Personnel Department  
Town Offices  
25 Bryants Lane  
Tyngsborough, MA 01879  
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### **Town of Tyngsborough – Media Production Associate**

The Media Production Associate is responsible for assisting the Media Director with the operations and programming of the local cable access channels and social media for the Town of Tyngsborough. The Associate works under the supervision and direction of the Media Director or Town Administrator as directed. This is a 19-hour per week, exempt position without benefits. This position does not have defined work hours. The employee will be required to work a combination of hours during days, evenings and weekends (when applicable), to meet the requirements of programming, training, taping, and broadcasting.

#### DESIRED MINIMUM QUALIFICATIONS

- Bachelor's Degree in Television Production or Communications, or 3 to 5 years of experience in public access production.
- Basic working knowledge of video cameras, DSLRs, audio equipment, robotic cameras and NDI, network equipment, Non-Linear Editing software i.e. (Final Cut Pro and Adobe Premiere Pro).
- Willingness and ability to work effectively with individuals and small groups to facilitate programming, training, and production.
- Quick study in A/V equipment function and use.

Full job-description is available at <http://www.tyngsboroughma.gov/our-town/jobs/>. Send letter of interest and resume to [hr@tyngsboroughma.gov](mailto:hr@tyngsboroughma.gov).

