

Town of Tyngsborough, MA
Position Description

Job Title: Media Production Associate
Department: Media
Reports to: Media Director
Prepared Date: December 2019

SUMMARY

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. 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Regularly record, cablecast, and/or playback municipal meetings, community functions, and topics of interest as provided or approved.

Document and playback community requests for programming. Maintain and program the cable electronic bulletin board for community and municipal messages.

Assist with developing, producing, and cablecast regular community information programs about/for/and with community members, town officials, and school officials.

Assist with developing community volunteers who will create public service announcements and programming for the access channels.

Train and work with seniors, school students, municipal employees, and others.

Conduct training sessions in the use of equipment, including camera operations and editing.

Supervise community volunteers, interns, and others at the production facility.

Maintain, track, and document the use of all equipment at the facility and on location.

Perform basic routine maintenance on all equipment.

Maintain a video library in compliance with all public records statutes and retention schedules.

Perform any other similar or related duties as directed by the Media Director.

SUPERVISION RECEIVED

Work under the supervision and direction of the Media Director or Town Administrator as directed.

DESIRED MINIMUM QUALIFICATIONS

Bachelors Degree in Television Production or Communications, or 3 to 5 years of experience in public access production.

Basic working knowledge of video cameras, dslr's, audio equipment, robotic cameras and NDI, network equipment, Non-Linear Editing software i.e Final Cut Pro and Adobe Premiere Pro for editing.

Willingness and ability to work effectively with individuals and small groups to facilitate programming, training, and production.

Self-motivated, organized, and creative.

Strong interpersonal and communication skills.

Quick study in A/V equipment function and use.

TOOLS AND EQUIPMENT

Operate computers, printers, filming and broadcasting equipment, audio equipment, networking equipment, copier, fax, telephone.

PHYSICAL REQUIREMENTS

Moderate physical effort is required to perform duties under typical broadcasting conditions. The employee is frequently required to sit, stand, hear, and view. Vision requirements include the ability to operate devices that film productions and the use of computers. Must be able to lift and use electronic equipment and associated hardware.

WORK ENVIRONMENT

Work is performed under office and outdoor conditions. Employee will need to attend meetings and events during the day, evening, and weekends. The noise levels vary.

GENERAL

This position description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the position change.