

## COMMUNITY ACCESS STATION OPERATIONS (CATV) HARVARD, MA

### **Position Purpose:**

This position assists the Station Manager with HCTV facility management, day-to-day station operations, PEG programming development, and general administrative activities.

### **Essential Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

- Assist the Station Manager in keeping the HCTV facility and equipment secure and in good operating condition
- Assist with daily scheduling of PEG programming and the timely update of the Community Bulletin Board with community service announcements; verify that broadcasts are occurring as planned
- Assist when needed with the live broadcast and/or recordings of municipal meetings and Town events; assist with scheduling of recordings for repeat broadcast on HCTV's PEG channels, and posting on the Internet
- Assist with the technical aspects of content creation and production
- Assist with archiving of government meeting recordings, media management, archiving of electronic files, and digitally encoding and ingesting local programming (in-house and out-of-house)
- Assist with the training and mentoring of volunteers, students, and others in the Harvard community.

### **Recommended Minimum Qualifications:**

Associate's degree or craftsman level of trade knowledge in the highly specialized field of media production; one to three (1-3) years related experience preferably with some broadcast or public access television involvement; or any combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

### **Knowledge, Ability and Skill:**

*Knowledge:* Basic knowledge of modern TV production, editing, and production methods and techniques including hardware and software. Thorough knowledge of various video systems, video editing, programming, networks and all related cable functions. Knowledge of live audio support systems and operation. Working knowledge of the organization and operation of town departments. General knowledge of department procedures, practices and terminology. Knowledge of applicable computer software applications. Knowledge of TelVue Hypercaster and Adobe Premiere Creative Cloud preferred.

*Ability:* Ability to communicate effectively with other staff, students, and the public. Ability to compose correspondence. High attention to detail. Ability to follow oral and written instructions accurately. Ability to organize and prioritize multiple tasks. Must be able to operate a computer and display intermediate skill when using software programs for data entry and manipulation as required by the position. Ability to work independently. Ability to work in an independent manner and to manage multiple tasks in a detailed, accurate, and safe manner. Ability to determine proper production materials for public broadcast in accordance with guidelines.

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*Skill:* Skill in the use of all video and audio production and editing equipment and all work-related software applications. Excellent customer service skills. Skill in utilizing personal computers and video editing applications.

### Physical Requirements:

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Work is mostly performed indoors under general office conditions. Work requires moderate intermittent physical strength and effort on a daily basis. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. The employee is frequently required to lift, push or carry objects such as department equipment and cameras. Duties involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination in order to operate department equipment such as editing and cameras in an effective manner. Visual demands require the employee to constantly read documents and computer screens for general understanding and analytical purposes. The employee is regularly required to determine color differences when operating department equipment. This position will be exposed to low to moderate noise levels resulting from equipment being used.

### Supervision:

*Supervision Scope:* This position performs various duties requiring a thorough knowledge of departmental operations and the ability to complete assigned tasks according to established procedures and protocol.

*Supervision Received:* Works under the direction of the Harvard Community Cable Access Station Manager. This position will also assist in training and mentoring volunteers. The employee operates within the limits of established guidelines and policies, and consults with the Station Manager where clarification, interpretation, or exception to policies may be required. When the Station Manager is not present, this person assumes all responsibility for the facility and its operation.

*Supervision Given:* None.

### Job Environment:

- Work is mostly performed indoors under general office conditions.
- Errors in judgment could result in department errors, lower standards of service to the community, monetary loss or legal repercussions and possible negative public relations for both the department and the town.

*(This job 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 job change.)*