

Job Description

Job Title: Station Coordinator, West Brookfield Community TV

Estimated time commitment: 15 hours per week

Employment status: Part Time, Town Employee, hourly, no benefits

Salary range: \$15.00 - \$25.00/hr. based on experience and demonstrated performance.

Essential Responsibilities:

The Station Coordinator is appointed by the Board of Selectmen and is supervised by the Cable Advisory Committee.

Responsibilities are as follows:

- Maintains the PEG broadcast server and studio equipment.
- Responsible for the installation and operation of broadcasting equipment in the Town Hall meeting room.
- Schedules and programs content to be played on the WBC TV PEG Channel(s).
- Records and assures broadcasting, and timely posting of Board of Selectmen meetings, Annual Town Meetings, Special Town Meetings, and other government meetings upon request.
- Maintains a community calendar bulletin board of local announcements.
- Communicates and coordinates with hardware and software of vendors for the purposes of upgrades, installs, training, and troubleshooting.
- Records, posts, and broadcasts additional meetings, events, and activities at the request of the Board of Selectmen, Town Administrator, and Cable Advisory Committee.
- Reports to the Cable Advisory Committee any hardware, software, malfunctions, or performance issues that may inhibit the primary functions of the station, equipment, or staff.

Qualifications

- Three to five years of related experience in Video Production and Video Editing or any equivalent education and/or experience.
- Valid Motor Vehicle Operator's License.
- Thorough knowledge of video production methods, video signals, and resolutions. As well as a proven understanding of video editing, video & audio compression formats, video equipment, cameras, connectors, computers, and audio equipment.
- Knowledge of live video streaming.
- Familiarity with Cablecast by Tighrope Media Systems is a plus.
- Proven interpersonal and presentation skills regarding work-related applications that may require supervising or training of paid subordinates or volunteers.

Physical ability to regularly walk, stand, sit, talk, see, and hear. Ability to climb and descend stairs, manipulate hand operated tools and controls, occasionally lift, and/or move objects weighing up to 50 pounds