

## **Technical Producer**

Full time in Southborough

Reports to Executive Director

### **Summary of Duties**

- Provide production and general assistance to access users as needed.
- Oversee day-to-day operations of an access facility, including productions, programming and playback.
- Develop curriculum and conduct media trainings.
- Oversees interns and SAM members.
- Coordinates staff, volunteers, equipment and locations for studio and field productions.
- Record and edit community events and original programs for the public access channel and record town meetings for the government channel.
- Oversee maintenance and condition of editing and production equipment.
- Update SAM's website, rotating bulletin board messaging system and social media sites.
- Perform basic troubleshooting of equipment; research new equipment as needed.
- Coordinate equipment traffic and complete necessary paperwork for equipment reservation and check in/out.
- Import programming for playback and streaming.
- Maintain office, program and work spaces, keeping them neat and organized.
- Perform such other duties as from time to time may be assigned by the Executive Director or by the Board of Directors.
- The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post. Job descriptions should be regularly reviewed to ensure they are an accurate representation of the post.

### **Qualifications**

- Bachelor's degree in communications or equivalent experience. Knowledge of access television preferred, including digital playback, scheduling software and digital editing.
- Minimum three (3) years of experience working in television production.
- Must have production skills and ability to teach/share knowledge with access users.
- Strong non-linear editing skills.
- Understanding basic digital media principles and broadcast operations.

- Strong computer knowledge required.
- Must be dynamic, reliable and confident.
- Possess strong customer service skills and enjoy working with the community.
- The ability to lift and carry up to 40 lbs of equipment.
- Possess administrative, computer, organizational and communication skills.
- Able to multi-task while paying close attention to detail.
- Able to work independently and as part of a team.
- Available to work evenings and weekends.
- Must have valid driver's license.
- Successful completion of a CORI check.

Please email a cover letter, resume, and two contacts for references to:

Katelyn Willis

[executivedirector@southboroughaccessmedia.org](mailto:executivedirector@southboroughaccessmedia.org)

Apply by:

Friday, June 2, 2017