

Concord Community TV
Job Description
Duties and Responsibilities

Production/Programming Assistant

Organizational Position: Reports to the Executive Director

Hours: 40 hours, full time, non-exempt

Essential Duties and Responsibilities: Production and Training

- Produces Public Service Announcements for the station, Public Access Shows and other content to be aired on station's three channels and online platforms.
- Works with volunteers and interns in the development, production, post production and deployment of programming / shows.
- Creates the overall aesthetic visual presentation and branding of the network while following programming guidelines.
- Marketing of projects and channel graphics etc.
- Shoot and edit video, as assigned. Prepare for, and participate, in studio shows including, but not limited to: graphics design and data input, audio operation, camera operation, directing.
- Assists as needed with scheduling programming on channels.
- Contribute in the creation of workshops and classes as part of ConcordTV's Media Center.
- Assist in providing training and consultation to Media Center students, volunteers, and class/workshop attendees.

Essential Duties and Responsibilities: Programming

- Process incoming programs, file paperwork in an organized fashion.
- Schedule programs on ConcordTV's Public channel 22 including series and regular programs, PSAs and promos.
- Respond to programming questions regarding airtimes, programs and complaints in a timely fashion.
- Fulfill programming policies and procedures and provide information on such to producers and the public.
- Assist with the playback of on-air bulletin board. Create and post new slides and videos and remove slides when they become out of date.
- Create and maintain snipes and bugs for all Channels.
- Maintain communication with volunteers, producers, and crew of programs.
- Ensure contractual obligations with various different local organizations.
- Collaborates with IT Director to ensure equipment and technical operation standards and procedures.
- Archive programs to required formats.
- Create, update, and maintain website content and create, update, and maintain producer pages.

Communications and General Responsibilities

- Meet with the executive director to: a. Evaluate project progress, b. Review priorities, c. Set goals and timelines.
- Send weekly reports of what's scheduled on Channel 22 with times in a timely fashion.
- Prepare for, and participate, in regular staff meetings.
- Produce a monthly staff report to executive director for board of directors.
- Be available, helpful and courteous to all clients regarding their use of ConcordTV's facilities and equipment.
- Work cooperatively with other staff members, board of directors, interns and clients to ensure the success of ConcordTV.
- Know, understand and support ConcordTV's mission statement, policies and procedures.

Other Responsibilities

- Provide facility coverage and/or office support.
- Make equipment reservations, perform all types of field equipment, editing and studio equipment check-in and check-out, and provide technical assistance.
- Perform general office assistance; answers phones, greet and help the public, monitor stock of office supplies and maintain an orderly and safe work environment.
- Other duties as assigned by the executive director.

Required Skills

- Knowledge of nonlinear editing, proficiency with Adobe Premiere is preferred.
- Proficiency with Adobe Photoshop.
- Basic knowledge of website creation and editing (HTML, CSS, Bootstrap, and RSS).
- Basic knowledge of API and automation.
- Proficiency with video and photography cameras.

How to Apply:

Please submit cover letter and resume to: doris@yourconcordtv.org

Last Day to Apply:

Friday, July 22nd, 2016

About ConcordTV (www.yourconcordtv.org)

Concord Community TV (ConcordTV) is a nonprofit organization, incorporated in 1998, to manage Concord New Hampshire's Community Media Center, and its three local cable TV channels: Channel 6 - Educational Channel ;Channel 17 - Government Channel ; Channel 22 - Public Access Channel

ConcordTV's mission is to help Concord residents, and nonprofits that serve the Concord area, learn how to: create video content that helps them "tell their stories; " and distribute their content locally on the station's community TV channels and on internet marketing platforms.

Concord TV provides: On-air Community Bulletin Board for local groups and non-profit organizations to publicize meetings and events; Live coverage of Concord City Council, Planning Board and Zoning Board meetings;Coverage of Concord School Board meetings; Coverage of community events; Classes in Camera, Editing and Studio production; Equipment and facilities for certified producers.

(Find ConcordTV on Facebook, Twitter, YouTube, Instagram and Linked In)