

Public Access TV Coordinator

Sterling-Lancaster Community Television Corporation is a not-for-profit corporation charged with implementing the local access cable channels for the towns of Sterling and Lancaster, MA. We are seeking a person to serve *part-time* as a *Public Access TV Coordinator* to help us shape and manage this new venture. This person would begin work in the Sterling facility which is up and running. Lancaster operations are set to begin soon. This is a ground-up opportunity for someone looking to broaden their experience in cable access and the not-for-profit worlds.

Job Summary:

Responsible for working with the public to coordinate, schedule, and air productions on the public access channel for the viewers in the area served. Provide and maintain community messages on the public access channel.

Responsibilities include, but are not limited to:

- Create and maintain a scheduling and programming log
- Recruit, train and schedule volunteers to record town meetings and other events
- Maintain and produce the production and volunteer schedules for the station
- Review, edit and prepare received community content for cablecast
- Maintain accurate records of daily programs, schedules and other related public access activity; prepare and issue required reports
- Serve as liaison between SLCTV and the community including responding to community requests and inquiries.
- Maintain both facilities and equipment in a neat and orderly manner
- Reach out to the community to promote the access channel and solicit fundraising opportunities
- Maintain accurate budget details and report to Board of Directors as requested

Preferred Qualifications:

- Ability to prioritize and organize effectively
- Ability to supervise and communicate with local community members
- Ability to read, write and speak in a clear, straight-forward, and professional manner
- Ability to use personal computer and software applications (i.e. word processing, spreadsheet, internet, etc.)
- Knowledge of Tightrope and Broadcast Pix software or equivalent helpful
- Knowledge of writing for audio/video production and press releases
- Knowledge of cable access and non-profit operations
- Knowledge and ability to operate video production equipment
- Knowledge and ability to use standard office equipment
- Valid drivers license

Compensation:

For the present, this is a ***part-time freelance contracted*** position for 15-20 hours per week with the potential to grow into a full-time employee position. Salary range is \$12-18 per hour depending on experience.

All interested parties should send resume and cover letter to: SLCT, Inc.
Butterick Building
1 Park Street
Sterling, MA 01564
Or email to: SLC.TV810@gmail.com

*Application deadline: **November 23, 2009.***