



www.northamptontv.org

380 Elm St.
Northampton, MA

Media Coordinator January 2019

PLEASE NOTE - We do not field phone calls about this job posting.

Job Description

Northampton Community Television is a forward-looking ever-evolving community media arts center, a public, education, and government access tv station, and a public multimedia hub. We enable expression of all forms across mediums in the greater Northampton community. Some of our core values include respect, opportunity, play, and innovation.

The Media Coordinator position is a full-time salaried position employed at will. NCTV is an Equal Opportunity Employer. The position will be expected to work regular weekends and evenings. The Media Coordinator position is involved in producing content, scheduling programming, running or aiding in the running of various programs, teaching classes, and acting as a community sherpa.

Duties

The duties of the Media Coordinator will include but not be limited to:

- Program NCTV cablecast server for distribution on cable channels
- Produce live and recorded weekly government meetings
- Maintain VOD presence online across platforms
- Maintain local historic archive of programming
- Quality control of channels and management of external programming
- Update community bulletin weekly or as needed
- Manage class and member sign-ups and notifications
- Teach classes and personal trainings in a range of multimedia subjects, such as camera, editing, lighting
- Daily operation of facility, including fielding inquiries, helping members with projects, facility maintenance
- Equipment check-in/out with members
- Schedule use of facility and maintain calendars

- Networked storage cleanup and maintenance
- Be active on NCTV social media platforms
- Aid in the running of our Patreon and Twitch presence
- Work in all aspects of NCTV productions - shoot, light, edit, direct, set-up, breakdown
- Aid in planning, operation, outreach and logistics with NCTV projects such as 7 Day Film Sprint, Crowdsourced Cinema, Cinema Northampton, Northampton Film Festival, and Focus Locus.
- Learn and research new hardware, software, and equipment
- Proactively participate in developing regular yearly self-improvement plans
- Other duties as deemed necessary by the Executive Director.

Required Skills and Qualifications

- Strong experience in all aspects of studio and field production, including post-production, audio, lighting, camera operation, producing, and multi-camera directing
- Ability to teach classes and instruct in various multimedia production subjects
- Strong familiarity with social media
- Familiarity with spreadsheet and word processing software
- Familiarity with Adobe Premiere and creative suite
- Ability to lift 40 pounds
- Valid driver's license and reliable transportation
- Able to work a flexible work schedule including nights, weekends, and holidays
- Candidate is required to pass a CORI background check.
- Degree in media or multimedia arts or equivalent experience
- Ability to work with diverse communities, with diverse demographics, opinions, and backgrounds.

Compensation

The salary for the position is \$38,000 a year. It includes health benefits partially supplemented by the organization, including dental, disability, life insurance, a matched IRA, and paid vacation.

How to Apply

Applications are due February 15, 2019 by 5:00pm.

Email a cover letter and resume to jobs@northamptontv.org.

Your resume should include links to any material you have produced that you would like us to consider in evaluating your application. It should be specified in the resume or at the link what role you took in the production.

Please include, or be prepared to submit three references for contact should you be considered in later rounds as a candidate.