

City of New Bedford, MA

Job Description

Job Title: Asst. Public Access Director

Pay Grade: M-01

Pay Range: \$41,899 - \$51,107

JOB SUMMARY

Supervises programming, instruction and technical responsibilities of the Channel 95 Public Access Station.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job.

- Develop and conduct TV production classes, covering studio and field production and non-linear editing, for incoming community producers.
- Provide production guidance and technical assistance to community producers with studio and field production, and non-linear editing.
- Keep accurate inventory of NBCN-95 equipment and media (completed programs and raw footage).
- Maintain accurate and secure records of community producer information, and programming and resource usage.
- Schedule equipment and facility reservations with community producers.
- Work with NBCN-95 Public Access Director to recruit new members through outreach to community groups, committees and residents.
- Assist with program schedule and community bulletin board for NBCN-95.
- Upkeep of NBCN's social media accounts.
- Collaborate with NBCN staff for larger scale NBCN productions or City events, including (but not limited to) videography and video editing.
- Perform related work as required and assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

MINIMUM QUALIFICATIONS

Education and Experience

- Associate's Degree (Bachelor's Degree preferred) in Communications/Media and at least two years of relevant experience.
- Strong video production skills, including (but not limited to) non-linear editing, videography and studio production.
- Prior public access employment experience a plus.
- Any equivalent combination of education and experience.
- Strong organizational, interpersonal and teaching skills.
- Strong verbal and written communication skills.

- Demonstrated ability to work with diverse groups of people.
- Must have own reliable means of transportation.
- Bilingual in Spanish and/or Portuguese helpful.

SPECIAL REQUIREMENTS

- Criminal Offender Record Investigation (CORI) background check mandatory.

SUPERVISORY RESPONSIBILITIES

This position does not have formal supervisory responsibilities over other employees. Supervisors are responsible for signing performance reviews.

This position receives general direction and supervision of the Station Manager.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position involves *heavy physical demands*, such as exerting up to 100 lbs. of force occasionally, and/or up to 50 lbs. of force frequently, and/or up to 20 lbs. of force constantly to move objects. The position also requires having to be able to move in tight quarters.

The City of New Bedford, MA is an Equal Opportunity Employer.