

Athol-Orange Community Television (AOTV) seeks a full-time Production Manager

AOTV is in search of an energetic, reliable and hardworking individual to join our team. The ideal candidate must be detail oriented and enjoy working with the public.

Incorporated in 1993, AOTV is a non-profit, non-commercial public, educational, and governmental (PEG) access television facility for the towns of Athol and Orange, Massachusetts. AOTV's day-to-day operations are managed by the Executive Director and two part-time staff people while a nine member Board of Directors govern the Corporation.

AOTV's modern facility is located in Athol, Massachusetts. Athol and Orange are part of the beautiful nine town region called North Quabbin. The population of the towns is approximately 18,000 of which over 5,200 households subscribe to cable service provided by Time Warner Cable.

Duties

- Provide production and general assistance to access users as needed
- Manage cablecast operations including playback systems and devices, media library and databases. Schedule programming
- Updates Electronic Bulletin Board as needed and trains/supervises volunteers
- Schedule reservations and check out / in equipment
- Assists in Mobile Van productions, graduations, sports and other programs
- Assists in all forms of fund-raising activities, especially the AOTV Auction
- Produces, directs, and edits programming as directed.
- Oversees interns and senior aide personnel (as necessary)
- Assist with administrative tasks
- Interact with staff and access users to assure smooth operation and compliance with policies and regulations

Qualifications

- Must be dynamic, reliable and confident
- Possess strong customer service skills and enjoy working with the community.
- Must have valid driver's license
- Communications Degree or equivalent experience, and knowledge of access television and Final Cut Pro are preferred
- Possess administrative, computer, organizational and communication skills
- Must have production skills and ability to teach/share knowledge with access users
- Able to multi-task while paying close attention to detail
- Able to work independently and as part of a team
- Willing to learn

Compensation / Benefits

- Salary commensurate with experience, \$13-\$16/hour
- Health Insurance (70% individual)
- Vacation and sick leave
- Personal days
- Paid holidays

Interested candidates please submit:

- Cover letter stating how your knowledge and experience corresponds to the posted position
- Resume
- List of three professional references with contact information

Please submit all materials by February 3, 2012 to:

PM Search / Executive Director
Carol Courville
Athol•Orange Community TV
163 South Main Street
Athol, MA 01331
carol@aotv13.org