

Productions & Technical Manager
Southborough Access Media
Southborough's Local TV Station

Ready to learn, be challenged, pass on the knowledge and run the show?
Let's talk.

Part time position ranging from 20 - 30 hrs per week. Reporting to executive director. Flexible regarding availability. Salary \$34,000. Availability for days and some evenings as necessary. Position not benefitted. Not necessary to know it all, but willing to dig in and master it.

- Scheduling (2 hrs/week)
 - Weekly populating Public and Government channels with content.
- Technical knowledge
 - Field cameras
 - Studio equipment
 - Server maintenance
 - Event coverage equipment
- Managing social media (1 hr/week)
 - Experience with Facebook, Twitter, and YouTube.
 - Regularly pushing SAM updates and other posts to maintain social media presence.
 - Uploading all content to YouTube page. Government meetings and SAM YouTube.
- Covering local events
 - Covering parades, community events, library events, school events, etc.
- Covering government meetings
 - Using the remote camera system located at the town hall to cover evening local government and school committee meetings.
- Training volunteers
 - Training volunteers/interns on equipment and software
 - Working with students of Trottier Middle School, Trottier TV

- Connect and maintain relationships
 - Ask questions, confirm dates, set up opportunities for coverage
 - Ensure that local government officials, community leaders and directors utilize, understand and know SAM's value in the community.

Technical knowledge:

Relating to servers - watching space requirements, uploading shows, moving files.

CableCast/ Tightrope - Experience with the broadcast system. When issues occur, reach out to CCT for instruction or mutually correct the issue at hand. Coverage and recording of government meetings.

Tricaster & Sony AnyCast

Tricaster - knowledge of use and trouble shooting of settings.

Basic knowledge with willingness to advance skill sets is important.

Coverage - Availability to cover night government meetings, public events that are day or night and occasional school related events.

Training - Teach occasional request from residents or students. Training will enable residents to cover requested event coverage.

Contact:

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Southborough Access Media

Send resume:

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