



Community. Art. Culture.

Northampton Community Television

NCTV is seeking a Media Resource Coordinator with a strong television production background including editing in Final Cut Pro 7 or Adobe Premiere Pro. The Media Resources Coordinator will possess creativity, attention to detail, and good communication skills. We're looking for someone who is able to anticipate and solve problems, someone who is able to work effectively both independently and as part of a team. Qualified candidates will be able to work with a diverse community and possess strong self-motivation and work ethic.

The candidate must be able to work flexible days and hours.

The Media Resources Coordinator is a full-time salaried position employed at will. NCTV is an Equal Opportunity Employer.

Please submit a cover letter and resume. You may also submit a link to your work online or an optional demo DVD. No phone calls, please. Deliver materials via email or snail mail to:

jobs@northamptontv.org (subject **Media Resource Coordinator**)

or

Media Resource Coordinator Search

NCTV

380 Elm St.

Northampton, MA 01060

The deadline for applications is February 7, 2012.

NCTV reserves the right to extend this deadline to find a qualified candidate.

Media Resources Coordinator

Duties and Responsibilities

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

- Daily operation of facility.
- Manage the scheduling of NCTV cable channels for the City of Northampton, including ingesting material, creating graphics, and organizing a community bulletin board.
- Manage technical facilities related to Master Control.
- Assist in the scheduling and tracking of the use of equipment and facilities for NCTV producers.
- Work in all aspects of NCTV productions.
- Manage NCTV Library database and duplication services.
- Manage other databases as assigned.
- Assist in training of community members in pre-production, production, and post-production techniques.
- Work with NCTV producers in facilitating their own program production.
- Maintenance and upkeep of NCTV facilities and equipment.
- Other duties as deemed necessary by the Executive Director.

Qualifications

- Strong experience in all aspects of studio and field production, including nonlinear editing, audio, lighting, camera operation, and multi-camera directing.
- Must be able to teach editing with FCP7 or Adobe Premiere Pro
- Strong familiarity with social media
- Familiarity with spreadsheet and word processing software.
- Familiarity with Photoshop.
- Ability to lift 40 pounds
- Valid driver's license and reliable transportation
- Able to work a flexible work schedule including nights, weekends, and holidays as needed
- Candidate is required to pass a CORI background check.
- Degree in media or multimedia arts or equivalent experience.

Compensation

Starting salary \$26,000 plus employee contributed individual health insurance (employer contributes 75%).