

**TOWN OF NORTHBOROUGH**  
***JOB DESCRIPTION***

<b>JOB TITLE:</b>	Cable Access Television Studio Assistant	<b>DATE:</b>	April 2016
<b>DEPARTMENT:</b>	Cable TV	<b>GRADE:</b>	A
<b>REPORTS TO:</b>	Cable Access Television Director		

**SUMMARY**

Responsible for assisting the CATV Director in the development and production of local programming for cablecast and multimedia distribution.

**ESSENTIAL FUNCTIONS**

Record, edit and upload community and school events for cablecast.

Produce and direct live studio shows and maintain studio equipment.

Maintain playback and storage networks and related servers.

Develop and maintain Northborough Community Access Television's online presence including website, video-on-demand and social media accounts.

Record various meetings to include: Selectmen's meetings, Town Meetings and High School graduation and other events, as necessary.

Provide video production and video editing training to community members.

Provide technical assistance to Town departments regarding program development and promotional materials for cablecast and other media platforms.

Maintain the security of the Northborough Cable Access Television studio and the equipment.

**SECONDARY RESPONSIBILITIES**

- Provide back-up coverage to the Director in his/her absence.
- Perform special projects as assigned by the Director.

*Performs other position-related duties, as assigned.*

**QUALIFICATIONS**

**Minimum Training and Experience**

Requires a minimum of an Associate's degree in communications, video production or related field and 1.5 years' of related experience; or any equivalent combination of education and experience.

Must be eligible to be Cable Access Certified for portable and studio productions. Certification is required within reasonable time period upon hire.

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### **Minimum Knowledge, Skills and Abilities**

Requires the ability to plan and organize live, taped and remote productions; requires skill in troubleshooting basic video set-ups.

Requires the ability to work independently. Requires solid computer skills with specific expertise in graphics and production software applications.

Requires excellent planning, time management and organizational skills and attention to detail.

Effective customer service and effective oral and written communication skills are required to address the general public, public access producers, School department and students and Town staff. Contacts require courtesy and tact.

Requires a valid Class D motor vehicle license.

### **Knowledge Proficiency**

In order to be considered proficient in this position, the employee must demonstrate:

- thorough knowledge of the department's operations,
- proficiency in the department's specific technology, software applications and databases,
- general knowledge of federal and state laws, and town by-laws as they pertain to the department's operations.

### **Tools and Equipment Used**

The employee is required to use a personal computer, general office equipment, video production equipment including cameras, switchers, audio and digital editing equipment and playback servers.

### **Physical Demands**

The physical demands listed are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job.

While performing the duties of this job, the employee is frequently required to talk, hear, stand, sit and walk. Occasionally the employee is required to lift and carry (usually no more than 20 lbs).

The employee must have good vision to video meetings and events. Color vision is required. Requires the application of manual dexterity in combination with eye-hand coordination for operating manually controlled equipment, small tool use, and keyboarding.

### **Work Environment**

The work environment characteristics described here are representative of those that the employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job. The employee works predominantly in an open office environment; some field work may be required that can expose the employee to uneven terrain, loud noise and inclement weather.