

TOWNSHIP OF MOON

JOB DESCRIPTION

DEPARTMENT: MCA-TV

JOB TITLE: ASSISTANT DIRECTOR OF COMMUNITY PROGRAMMING

IMMEDIATE SUPERVISOR: DIRECTOR OF COMMUNITY PROGRAMMING

DATE: May 5, 2022

POSITION SUMMARY

Duties include management and oversight of government programming. The Assistant Director must be able to demonstrate exceptional communication and organizational skills and be highly knowledgeable in the operation and use of all equipment. The nature of the job demands a self-starter. Employee will work with the Director of Community Programming to maintain the television studio and portable equipment. Work is performed during regularly scheduled hours business hours as well as evening and weekends as needed. The position is exempt under the Federal Fair Labor Standards Act.

ESSENTIAL FUNCTIONS

1. Supervises equipment scheduling and oversees the use of all studio and portable equipment, office, and editing facilities.
2. Is markedly proficient in the operation and technical workings of any and all pieces of equipment in order to train others in their use.
3. Work with Communications Director to generate communication related content for Township websites.
4. Work in concert with other Communications staff to interview and present information on MCA-TV.
5. Work in concert with other Communications staff to prepare content for and host a monthly Township news program on the MAG-TV channel.
6. Develops and prepares internships and/or work study guidelines in cooperation with area-wide education institutions.

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WORK PERFORMED

1. Cooperates with Township and School District programs as approved by the Township.
2. Supervise, train, evaluates and disciplines persons in such full or part-time positions under the Assistant Director's immediate supervision.
3. Works with community groups, schools, churches, clubs, service organizations, and individuals on a continuous basis to determine their programming needs and to promote community programming.
4. Film events that the production trailer is at. (MASD Football, meetings, etc.)
5. Supervises the design of studio sets and props.
6. Conducts training sessions for community groups and individuals on portable equipment, studio equipment, and editing techniques.
7. Schedule the weekly programming on MCA-TV and MAG-TV.
8. Update web schedules for MCA-TV and MAG-TV.
9. Complete bulletin board messages and upload as they come in.
10. Coordinates and monitors the upkeep and preventive maintenance on all equipment.
11. Coordinates the major and minor repairs of all studio equipment with Director of Technology and Communication.
12. Maintains a working library of local origination programming.
13. Schedules and oversees playback of all government programming.
14. Produces special programs on an occasional basis.
15. Perform all other work assigned.

REQUIRED KNOWLEDGE SKILLS AND ABILITIES

1. Thorough knowledge of Adobe creative suite.
2. Ability to create and execute designs for various mediums on several media platforms.
3. Thorough working knowledge television cameras and their operations.

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4. Thorough knowledge of audio, mixers, microphones, and amps.
5. Thorough working knowledge of script writing and pre-produce.
6. Knowledge of non-linear editing systems, AVID Media Composer.
7. Ability to perform technical research and prepare meaningful and concise written reports and present these reports orally if necessary.
8. Ability to assist, advise and develop training programs to train community volunteers to facilitate the production of community programming.
9. Working knowledge of video servers and their scheduling.
10. Working knowledge of Adobe studio produces.
11. Through working knowledge of Windows operating system.
12. Excellent interpersonal and communication skills.
13. Ability to acquire a working knowledge of Township departmental functions, operating procedures, rules and regulations.
14. Ability to plan, organize and complete assigned tasks in a timely fashion.
15. Ability to organize and maintain records and files.
16. Ability to operate the tools and equipment listed below:
 - Professional Television Cameras (Panasonic, JVC, Hatachi)
 - Professional Television Production Switchers (Ross, FOR.A)
 - AVID Editing Systems
 - Video Servers
 - Audio mixers and amplifiers, microphones
 - Television Graphic Systems (DEKO, Compix)
 - Tapeless recording systems
 - Adobe Creative Suite
 - Microsoft Windows (10)
 - Microsoft Office Products
17. Willingness to continue education and knowledge of computer related technology.

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QUALIFICATIONS AND EXPERIENCE:

- Graduation from an accredited four-year college or university with a bachelor's degree in Communications, Television Production, or a closely related field.
- Two years of experience

SELECTION GUIDELINES:

- Formal application, rating of education and experience; oral interviews and reference check; job related tests may be required.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is frequently required to walk; use hands to finger, handle or feel objects, equipment, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 45 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. The noise level of the work environment is usually quiet to moderately noisy, to extremely noisy.

ACKNOWLEDGEMENT OF RECEIPT, ACCURACY AND COMPREHENSION:

The above job description reflects the general information deemed necessary to convey the primary functions of the job and shall not be construed as a detailed description of all the work requirements inherent to the position.

Assistant Director of _____ Date _____
Community Programming

Township Manager _____ Date _____