

Now Hiring

Organization: RevereTV

Position: Community Production Coordinator

Employment Type: Full Time (40 hours)

Apply by: Friday, June 16, 2017



RevereTV

This is an exciting time for RevereTV as we begin construction of a new permanent studio. The facility will include an HD main studio and a HD kitchen studio and 3 editing bays. RevereTV has been serving the community since June of 2008.

Community Production Coordinator

The Community Production Coordinator is a full time position that will report to the Executive Director. The primary responsibility of the Community Production Coordinator is to coordinate the membership management of the Revere Public channel, facilitating member productions, developing a training curriculum, recruiting new members, conduct training classes in all aspects of video production and work with our City and Non-profit partners in producing content.

We are looking for an energetic, personable individual with a strong dedication to working in the non-profit world. He/she must be a team player and be passionate about the mission of community media. Strong organizational skills are a must.

Considered - Job Qualifications:

- Bachelor's Degree in related field or three years relevant experience preferred
- Excellent customer service skills proven through demonstrated ability to interact well with others; work within a team environment
- The ability to prioritize tasks and to carry out responsibilities with little supervision
- Ability to work in high-pressure situations and handle multiple tasks simultaneously while maintaining a professional and appropriate demeanor.
- Must be able to accommodate a rotating work schedule to include nights and weekends
- Operation and set up of both single camera as well as multi-camera switching in the Studio and Field
- Editing experience with either Premier Pro or Final Cut Pro
- Knowledge of Production Switchers; Tricaster a plus
- Knowledge of mics and mixers as pertains to video recording- set/strike and operation of
- Must be comfortable with both the Mac and PC platforms
- Knowledge of video lighting techniques
- Responsible for proper set up-operation- breakdown and troubleshooting of all video- lighting and audio equipment
- Valid MA driver 's license
- Must be able to lift equipment and stand for long periods of time while operating equipment
- Cori and Sari checks required
- Must be authorized to work in the United States

Duties and Responsibilities

- Design, implement and teach curriculum for the RevereTV members in digital media and TV production.
- Organize and maintain RevereTV member databases
- Properly maintain member studio and field equipment and assist with general upkeep, organization and cleanliness of editing room, control room, office area, green, studio, and equipment rooms.
- Equipment check-in/check-out with members. Offering equipment refreshers when necessary.
- Coordinate and recruit crews for RevereTV productions through the membership.
- Producing RevereTV local origination programs.
- Follow-up with new members and recent class participants to ensure retention
- Assist with member studio productions and editing
- Promote RevereTV through events, social and traditional media
- Work with non-profits and City entities to promote their activities through content creation.
- Assist with live remote community productions
- Any other projects and duties deemed necessary by the Executive Director

COMPENSATION AND BENEFITS

- Benefits package includes Health insurance, PTO and 12 paid Holidays.

Please email a cover letter, resume, two contacts for reference and a demo reel (linked) for consideration by the deadline of Friday, June 16, 2017 by email to: reveretv@gmail.com

PLEASE NO PHONE CALLS