

ASSISTANT CABLE ACCESS DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of the Cable Access Director, or similar higher level position, an incumbent of this class is responsible for assisting in all phases of production of public and governmental access cable programs for a municipality. This includes, but is not limited to, scriptwriting, audio, lighting, cameras, sound, graphics and editing. Supervision may be exercised over volunteers/interns who assist with production and editing work. Incumbent must be willing to work a flexible schedule, including evenings and weekends. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists and participates in the overall operation of the local cable access programs of the municipality;

Assists Director with administrative and technical tasks;

Trains interns and volunteers in proper production techniques and use of both portable and studio television production equipment;

Maintains training schedule and records dates of completion, etc;

Reviews schedules and prepares daily programming for telecast; schedules editing rooms, portable equipment and television studio for use by community, schools and residents;

Assists in the management of broadcast studio and editing room for community; keeps equipment, video supplies, and facility space neat, organized and functional;

Videotapes, assists in scriptwriting and production, and edits local government programming as needed;

Works a varied schedule, including evenings and weekends;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of video technology and editing equipment; working knowledge of the principles and practices of public access broadcasting; working knowledge of broadcast equipment; ability to produce and direct productions on location and in the studio; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to work with others; ability to communicate effectively, both verbally and in writing; ability to take direction and follow through on projects; ability to work under pressure; ability to work a varied schedule; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; resourcefulness; patience; dependability; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or high school equivalency diploma and five (5) years of experience in cable production for public access television, telecommunications, media operations or production, broadcasting, or media instruction.

SUBSTITUTION #1: Satisfactory completion of thirty (30) college credits* towards a degree in Telecommunications, Broadcasting, Film and Television Media, Television Production, Educational Technology or a related field will be substituted on a year for year basis for up to four (4) years of the work experience described above.

SUBSTITUTION #2: A Master's Degree* in Telecommunications, Broadcasting, Film and Television Media, Television Production, Educational Technology or a related field will substitute for the work experience described above.

*SPECIAL NOTE: Education beyond the secondary level must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.