

ASSISTANT COMMUNITY ACCESS FACILITATOR
(City of Rye)

DISTINGUISHING FEATURES OF THE CLASS: Under direct supervision of the Community Access Facilitator, the incumbent oversees and assists in the planning, production, post-production, and telecast of a blend of programming on local community access non-commercial television produced by the municipality, school district, and community members. Programming includes original fictional stories, public service messages, public hearings, and coverage of local events, parades, news, and sports. The incumbent works closely with the public providing hands-on assistance, training and direction to community organizations, not-for-profit groups, local residents, city agencies, staff, interns, volunteers, and students in the use of a public access television studio and portable video equipment. In addition, the incumbent teaches television production workshops and assists in managing community use of the Rye Television studio and portable video equipment. Supervision may be exercised over the work of volunteers and interns. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Trains community organizations, not-for-profit groups, local residents, city agencies, staff, interns, volunteers, and students in proper production techniques and use of both portable and studio TV production equipment;

Teaches television production workshops related to video production, editing, and social media to students and members of the public based on established curriculum;

May suggest changes in curriculum for television production workshops;

Promotes television production workshops to the general public and recruits participants;

Assists in production for local government and not-for-profit groups which may include scripting, shooting, lighting, audio, and editing;

Oversees studio-based productions for public access users and editors, serving as a technical advisor;

Oversees the performance of interns and volunteers during production of programs;

Reviews, schedules and prepares daily programming for broadcast, including character generated information and updates to the "Community Billboard;"

Oversees and schedules use of Cable Access editing rooms, portable equipment, and TV studio;

Assists in managing community use of the Rye Television studio and portable video equipment;

Keeps equipment, video supplies, and facility space neat, organized and functional;

Copies programs on DVD and other media as needed;

EXAMPLES OF WORK (continued):

Works a diverse schedule, including evenings and weekends;

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of public access television; good knowledge of the principles and practices used in video production and the operation of video equipment; good knowledge of video technology and editing equipment; working knowledge of FCC laws and regulations pertaining to video production and broadcast; ability to use video and audio equipment; ability to run lighting board digital switcher; ability to direct camera crew; ability to use computer applications software; ability to learn the characteristics, capabilities, and methods of equipment operation; ability to produce and direct video productions on location and in the TV studio; ability to effectively and efficiently diagnose equipment and production technical problems; ability to work with others including adolescents and/or children; ability to deal effectively with students, community agency personnel, staff, interns, volunteers, and the general public; ability to take direction and follow through on projects; ability to communicate effectively, both verbally and in writing; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to work under pressure; ability to work a diverse schedule; creativity; dependability; initiative; resourcefulness; tact; courtesy; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) Bachelor's Degree* and one (1) year of work experience where the primary function of the position was in media programming, broadcasting, or production or (b) Associate's Degree* and three (3) years of experience as stated in (a).

SUBSTITUTION: A Bachelor's Degree* in Communications, Media Studies, Television Production, Public Broadcasting, or a closely related field may substitute for the required work experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.