

CABLE ACCESS DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class directs all public and government access cable programs for a municipality, and is responsible for the operation of all phases of cable production including script, audio, lighting, cameras, sound, graphics and editing. Supervision is exercised over a number of volunteers who assist with production and editing work. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Oversees all phases of cable production for local access television;

Serves as Director, Producer, Editor and Camera Operator for on-air presentations and prepares tapes for broadcast; maintains character generation for municipality's calendar of events;

Oversees Cable Access Editing Room and Broadcast Studio and is responsible for all equipment maintenance;

Develops and monitors budget and recommends cable equipment for purchase;

Works with town and village departments, as well as school districts and local agencies, to assist in the development of cable programs;

Works with United Artists Cablevision, or other cable TV provider, on technical problems related to access;

Demonstrates appropriate techniques in production and editing to volunteers;

Responds to all access correspondence;

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 principles and practices of public access broadcasting; good knowledge of broadcast equipment; ability to produce and direct electronic news gathering/electronic field production, camera remotes, and studio television productions; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; ability to work with others; ability to communicate effectively, both verbally and in writing; ability to work under pressure; resourcefulness; 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 six (6) 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 may be substituted on a year for year basis for up to four 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.