

COMMUNITY ACCESS FACILITATOR
(City of Rye)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent supervises 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 develops and teaches television production workshops, and manages community use of the Rye Television studio and portable video equipment. Supervision is exercised over the work of staff, 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;

Develops curriculum for television production workshops and teaches courses related to video production, editing, and social media to students and members of the public;

Assists with public relations and Rye City Television promotional work;

Provides consulting services for production;

Confers with public access user in the preparation of their programming;

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

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

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

Supervises 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;"

EXAMPLES OF WORK (continued):

Schedules and supervises the use of Cable Access editing rooms, portable equipment, and TV studio;

Manages 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;

Prepares department budget annually and maintains control over expenditures;

Consults with vendors regarding the procurement, replacement and/or repair of equipment and makes purchases of goods or payment for services;

Consults with vendors regarding uploading and streaming public access and local government programming on the internet;

Maintains and updates web pages with Rye TV news and content;

Acts as a liaison to and attends meetings with the Rye Cable and Communications Committee;

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: Thorough knowledge of public access television; thorough knowledge of the principles and practices used in video production and the operation of video equipment; good knowledge of FCC laws and regulations pertaining to video production and broadcast; thorough knowledge of video technology and editing equipment; 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 give direction and follow through on projects; ability to communicate effectively, both verbally and in writing; ability to work under pressure particularly while supervising several areas of operation; ability to work a diverse schedule; 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; 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 two (2) years of work experience where the primary function of the position was in media programming, broadcasting, or production or (b) Associate's Degree* and four (4) 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 one (1) year of the above work experience. There is no substitute for the additional one (1) year of 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.