

## **Access Framingham TV Seeks Executive Director**

Organization: Framingham Public Access Corporation, d/b/a Access Framingham

Employment Type: Full Time/Exempt

Apply by: Friday, May 1, 2015

Access Framingham (AF) is recruiting for an Executive Director (ED) who is responsible for general operations and management of all activities and services of AF. Under the oversight of the Board of Directors, the ED will lead a staff of seven (7) who, together as a team, are responsible for both the Public and Education Access operations in the Town of Framingham.

We have built strong partnerships with individuals and groups serving our community and we are looking for someone to maintain and expand those relationships. We have over 150 members who provide programming for the organization.

AF is moving its Public Access operation, AF-TV, to historic Framingham Centre (Spring 2015). The new ED will play an instrumental role in managing this new facility as well as the Education Access facilities at Framingham High School and other Framingham public schools. The new ED will also assist the Board of Directors in charting the organization's future growth.

AF operates under Framingham Public Access Corporation, a 501(c)(3) corporation serving Framingham residents and businesses, with funding from Comcast, RCN and Verizon.

### **Duties include, but are not limited to the following:**

- Maintain and enhance close working relationships with town government, the public schools of Framingham, community organizations, and the cable providers.
- Ensure that both cable and Internet transmissions are of high quality and availability.
- Oversee an effective outreach effort, with an emphasis on reaching out to local underserved populations.
- Listen and communicate effectively, welcoming diverse opinions, needs, and cultures.
- Oversee AF facilities and infrastructure.
- Prepare and present to the Board of Directors monthly reports. Prepare and present for approval annual operating and capital budgets.
- Establish and oversee media training curriculum that benefits community producers and volunteers.
- Keep informed of trends, issues, events, and developments within the community media field through professional peer contacts, conference attendance, etc.

**Knowledge/Skills:**

- Proven visionary leadership and partnership with Board of Directors in achieving organizational vision and mission.
- Proven success at pursuing and incorporating new revenue sources through a variety of fundraising and entrepreneurial activities, consistent with the mission of the organization.
- Strong communications skills, including effective public speaking and negotiation skills.
- Demonstrated ability to develop and coordinate active outreach/volunteer programs.
- Dedication to First Amendment rights and enhancing citizen participation through access to community media.

**Minimum Employment Standards and Requirements:**

- BA or BS degree from an accredited college or university, or equivalent experience.
- A minimum of five (5) years of management and supervisory experience in the community media field, or in related, preferably non-profit, organizations.

**Applicants Must Submit via E-mail:**

1. A detailed letter of introduction describing applicant's experience, knowledge and skills that match the identified duties, responsibilities, minimum employment standards and requirements of this position.
2. Current résumé.

Please be prepared to provide at least three professional references with telephone numbers and e-mail addresses.

Please submit electronically in PDF format to:

Jobs (at) accessfram (dot) tv

Please include "Executive Director Job Application" in the subject line of your e-mail submission.

Applications will be reviewed on an on-going basis. No phone calls, please.

For more information about this position, please visit [www.accessfram.tv](http://www.accessfram.tv) and select **About Us > Jobs**.

This job description should not be construed to imply that these requirements are the exclusive standards for the position. The Executive Director will follow any other instructions and perform any other related duties as may be required to fulfill all job

responsibilities and the mission of the organization.

Framingham Public Access Corporation is an equal opportunity/affirmative action employer and does not discriminate in recruiting, hiring, training, promoting or any other employment practices on the basis of race, color, religion, sex, marital status, age, sexual orientation, gender identity, national origin, military service or application for military service, veteran or disability status.

**EEO is the LAW**

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