

## **Production & Outreach Specialist Job Description**

### **Summary Description**

The Production & Outreach Specialist of Bedford Community Access Television supports Bedford TV and its Board of Directors

### **Terms of Employment**

Part-Time, Hourly position, not to exceed 20 hours per week on average

### **Duties and Responsibilities**

#### **Executive Relationship**

- Reports to the Bedford TV Executive Director
- Collaborates with the Executive Director and the Events & Creative Services Manager to help execute outreach programs and develop new community partnerships
- Supports production training and services in collaboration with the Operations Manager under the direction of the Executive Director
- Performs such other duties as from time to time may be assigned by the Executive Director
- Support other staff and activities as needed

#### **Production Responsibilities**

- Schedule programming on PEG Access channels as required by Executive Director
- Assist with shooting, editing, and encoding of programming in studio and in the field
- Assist in the instruction of members in both formal class settings and by helping members troubleshoot their productions on an as-needed basis

#### **Community Outreach**

- Work with the Executive Director and the Events & Creative Services Manager to develop community partnerships with local businesses
- Serve as a contact point with existing and potential community partners to answer questions, assess needs, and follow up as needed
- Assist with planning and execution of Bedford TV events

### **Qualifications and Requirements**

#### **Education/Experience**

- BA or BS degree in communications, media production or other related degree
- Video production experience, especially in the PEG Access field

#### **Desirable Knowledge, Skills, and Experience**

- Extensive knowledge of video production workflows and best practices
- Ability to juggle and prioritize a wide variety of tasks while maintaining a high standard of quality
- Demonstrated strong verbal and written communications skills
- Demonstrated desire to positively impact the community and to improve public dialogue through access to communications media

## Bedford Community Access Television, Inc.

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- Ability to work with diverse groups, individuals, ideas and opinions; cross-cultural competence and a demonstrated commitment to diversity
- Computer, Internet and new technology experience
- Demonstrated self-confidence and sound judgment sufficient to handle challenges
- Knowledge of Bedford community
- Strong computer and communication skills

### **Evaluation**

*Per Bedford TV Performance Evaluation and Compensation Guidelines*

*(This job description should not be construed to imply that these requirements are the exclusive standards for the position. Additional duties and responsibilities may be assigned. Employees will follow any other instructions and perform other related duties as may be required to fulfill all job responsibilities and the mission of the organization. The Board reserves the right to waive any requirements contained in this job description.)*

Interested candidates shall submit resume and cover letter to [info@bedford.tv](mailto:info@bedford.tv) by **September 10<sup>th</sup>, 2018**