The City of Medford is seeking a Station Manager for its public access station and community media center. Located in the Vocational Wing at the Medford High School 489 Winthrop Street, Medford.

Key Responsibilities and Duties:

Include reporting to the Advisory Board of Directors of the Cable Access Channel to develop and implement all policies, procedures, and long-range strategic plans and compliance with the City of Medford, and supervision of such areas as personnel matters, training, production, programming and outreach. This person must have a strong background in technical operations, video production and support of a public access center. With primary responsibilities focused on the management, daily operation, training of membership and staffing of the Media Technology studio; and secondary responsibilities focused on the providing programming and studio services to the Medford Public Education Government (PEG) Channel on a timely and consistent basis.

Responsibilities:

- Work cooperatively with the Advisory Board of Directors for the Cable Access Channel and the Medford Public Schools to maintain day to day operations of the Media Technology studio
- Promote collaboration between the public access community, the City of Medford, Medford Technical High School's Media Technology program and the Medford Public Schools.
- Schedule and manage staff of the studio
- Provide oversight and management of administrative, finance and communication
- Maintain relationships and ongoing communication with appointed PEG representatives and community.
- Ensure conduct of business incorporates MA Ed Framework standards and Media Industry best practices
- Provide video production and video editing resources to Medford PEG.
- Schedule and coordinate Media Technology studio resources required to produce cable access programming.
- Forecast equipment needs and schedules and/or perform preventative maintenance.
- Monitor channels for quality control of technical issues.
• Establish and maintain remote resources to respond to technical channel issues during non-business hours, including government and school access channels.
• Prepare, and schedule the broadcast of programming playback on a timely, consistent, and quality basis.
• Work with Board of Directors to maintain budget and forecast capital improvement needs.
• Maintain software applications and equipment at current revision levels with respect to industry standards and technology.
• Maintain online presence including website, video on demand, and social media.
• Archive cable access programming.
• Serve as videographer, when available.

Requirements: projected working schedule

• Ability to work evenings, weekends, and holidays as needed.
• Ability to sit, stand, and walk for extended periods.
• Ability to climb ladders and change out light fixtures.
• Ability to lift objects weighing up to 50 lbs.
• Ability to operate video production and electronic equipment.

Experience Required:

• Bachelor’s Degree in Communication or equivalent.
• 3+ years of senior leadership experience, with facilities and operational responsibilities of a PEG television station preferred.
• Outstanding verbal and written communication skills.
• Experience with Windows and Mac operating and editing systems.
• Must be able to pass a CORI check, SORI check, and a fingerprint background check.
• Must hold and maintain a valid driver’s license and have access to a personal vehicle.

Applicants Must Submit via E-mail: to jobs@medford-ma.gov

1. Application
2. A detailed cover letter.
3. Current resume
4. At least three professional references with telephone numbers and email addresses.
5. CORI Form

This position is based on a forty-hour (40) work week with a compensation and benefits package provided by the City of Medford. The position has a $65,000 to $75,000 salary range.

For the posting please visit the City of Medford's website - www.medford-ma.gov

"The City of Medford is an Equal Opportunity/Affirmative Action/504 Employer"
This posting will be open till filled.