

## ASSISTANT CABLE ACCESS DIRECTOR

GENERAL STATEMENT OF DUTIES: Assists in the production of all public and government access cable programs for a municipality; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of the Cable Access Director, **or similar higher level position**, an incumbent of this class is responsible for assisting in the operation of all phases of cable production. This includes, but is not limited to, scriptwriting, audio, lighting, cameras, sound, graphics and editing. Supervision may be exercised over volunteers/interns who assist with production and editing work. Incumbent must be willing to work a flexible schedule, including evenings and weekends.

### EXAMPLES OF WORK: (Illustrative Only)

Assists and participates in the overall operation of the local cable access programs of the municipality;

Assists Director with administrative and technical tasks;

Trains interns and volunteers in proper production techniques and use of both portable and studio television production equipment;

Maintains training schedule and records dates of completion, etc;

Reviews schedules and prepares daily programming for telecast; schedules editing rooms, portable equipment and television studio for use by community, schools and residents;

Assists in the management of broadcast studio and editing room for community; keeps equipment, video supplies, and facility space neat, organized and functional;

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

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 video technology and editing equipment; ability to produce and direct productions on location and in the studio; ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to work with others; ability to communicate effectively, both verbally and in writing; ability to take direction and follow through on projects; ability to work under pressure; ability to work a varied schedule; resourcefulness; patience; dependability; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and either: (a) an Associate's Degree\* in Telecommunications, Broadcasting or a related field and one (1) year of experience in public access television, telecommunications, media operations or production, broadcasting, or media instruction; or (b) three (3) years of experience as indicated above; or (c) a satisfactory equivalent combination of the foregoing training and experience.

\*Special Note: Education beyond the secondary level must be from an institution recognized or accredited as a post-secondary, degree granting institution by the Board of Regents of the New York State Education Department.

SUBSTITUTION: A Bachelors Degree\* in Telecommunications, Broadcasting or a related field, may be substituted for an Associate's Degree, however, there is no substitution for the one-year of required experience.