

ASSISTANT COMMUNITY ACCESS FACILITATOR
(City of Rye)

GENERAL STATEMENT OF DUTIES: Assists in the production of local government television programming; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under direct supervision, provides hands-on assistance and direction to community organizations, local residents, and volunteers in the production of community access television programs. Position includes working closely with the public in the planning, production, post-production, and telecast of programming for the Community Access Channel. In addition, the incumbent oversees cable casting on the community access channel and manages the TV studio and portable video equipment for community use.

EXAMPLES OF WORK: (Illustrative Only)

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

Oversees the performance of interns and volunteers during production of programs;

Reviews schedules and prepares daily programming for telecast, including character generated program schedule;

Oversees and schedules Cable Access Editing rooms, portable equipment, and TV studio use;

Manages studio 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;

Uses computer applications software in the performance of the job;

Works a diverse schedule, including evenings and weekends.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of video technology and computer use; ability to produce and direct video productions on location and in the TV studio; ability to work with others; ability to take direction and follow through on projects; ability to communicate effectively, both verbally and in writing; ability to use computer applications software; ability to work under pressure; ability to work a diverse schedule; resourcefulness; dependability; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either: (a) Bachelor's Degree* and one (1) year experience in public access television, media operations, television production, telecommunication, or media instruction; or (b) an Associate's Degree* and three (3) years experience as indicated above; or (c) five (5) years experience as indicated above; or (d) 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 by the Board of Regents of the New York State Education Department as a post secondary degree granting institution.