

CABLE ACCESS DIRECTOR

GENERAL STATEMENT OF DUTIES: Directs all public and government access cable programs for any municipality; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for the operation of all phases of cable production including script, audio, lighting, cameras, sound, graphics and editing. Supervision is exercised over a number of volunteers who assist with production and editing work.

EXAMPLES OF WORK: (Illustrative Only)

Oversees all phases of cable production for local access television;

Serves as Director, Producer, Editor and Camera Operator for on-air presentations and prepares tapes for broadcast; maintains character generation for municipality's calendar of events;

Oversees Cable Access Editing Room and Broadcast Studio and is responsible for all equipment maintenance;

Develops and monitors budget and recommends cable equipment for purchase;

Works with town and village departments, as well as school districts and local agencies, to assist in the development of cable programs;

Works with United Artists Cablevision, or other cable TV provider, on technical problems related to access;

Demonstrates appropriate techniques in production and editing to volunteers;

Responds to all access correspondence;

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 principles and practices of public access broadcasting; good knowledge of broadcast equipment; ability to produce and direct electronic news gathering/electronic field production, camera remotes, and studio television productions; 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 work under pressure; 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) a Bachelor's Degree from a recognized college or university in Telecommunications, Broadcasting or a related field and two (2) years experience in public access television, telecommunications, media operations or production, broadcasting, or media instruction; or (b) an Associate's Degree from a recognized college or university in Telecommunications, Broadcasting or related field and four (4) years experience as stated in (a); or (c) six years experience as stated in (a); or (d) a satisfactory equivalent combination of the foregoing training and experience.