

COMMUNITY ACCESS FACILITATOR(City of Rye)

GENERAL STATEMENT OF DUTIES: Supervises and assists in the production of community/government television programming; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, provides assistance and direction to community organizations, city agencies, staff, volunteers, and students in the usage of a public access television studio and portable video equipment. Position includes working with the public in the planning and production of programming for Community Access Television (Cable Channels 35/36). Position works in association with the Rye City School District to provide non-commercial programming.

EXAMPLES OF WORK: (Illustrative Only)

Trains the public in proper production techniques and use of the television/portable video equipment;

Confers with public access user in the preparation of their programming;

Provides consulting services for production;

Trains staff, interns and community volunteers;

Reviews, schedules and prepares daily programming for broadcast including character generated information and the community billboard;

Schedules and supervises use of studio and remote video equipment;

Keeps equipment, video supplies, and facility space neat, organized and functional;

Assists with public relations and Rye City Television promotional work;

Works a diverse schedule, including evenings and weekends.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of public access television; good knowledge of video technology, uses, and system design and management; ability to effectively and efficiently diagnose equipment and production technical problems; ability to communicate effectively, both verbally and in writing; ability to produce and direct electronic news gathering/electronic field production, multiple camera remotes, and studio television productions; ability to work with others; ability to function under pressure while supervising several areas of operation; ability to work a diverse schedule; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) Bachelor's Degree* and two (2) years experience in public access television, media operations, television production, telecommunications, or media instruction; or (b) an Associate's Degree* and four (4) years of experience as indicated above; or (c) six years of experience as outlined in (a) or (b); or (d) a satisfactory equivalent combination of the foregoing training and experience.

NOTE: Possession of a Master's Degree in telecommunications, media operations or instruction, or public broadcasting may be substituted for the two years of experience as noted in (a).

*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.