

Job Title: Program Coordinator

Reports To: Executive Director

Essential Duties and Responsibilities:

Individuals holding this position may be assigned additional responsibilities. The Executive Director reserves the right to waive the essential requirements contained in this job description

Summary Description: *The Programming Coordinator organizes, supports, and executes NWA-TV's core daily operations, including program scheduling, equipment and facility use, studio and location production, training, and administrative support. The Programming Coordinator will support and assist with all of NWA-TV's primary activities and will have a working knowledge of all operations. This person must work collaboratively to help meet the challenges of community media in a rural environment with new media, and enable the growth of diverse, high quality programming.*

Description:

Hours: Full Time (40 hours / week), mainly during daytime hours Monday – Friday with some evening and weekend work.

Essential Job Functions:

Production & Post-Production

- Foster and support the creation and production of new programming
- Produce, and support in the production of, programming for NWATV, both in studio and on location
- Coordinate production and post-production of meeting and event coverage
- Create and produce promos, station IDs, bumps, underwriting acknowledgements and other content for distribution

Training/Teaching

- Provide one-on-one training to producers and freelance staff
- Create and lead camp and afterschool programs for grades 4-12
- Design and implement community classes for adults of all ages and abilities

Master Control, Playback, & Program Traffic *-as needed*

- Coordinate and execute day-to-day operations of NWA-TV's two television channels
- Execute master control / playback operations, program scheduling, program traffic, and encoding
- Receive programming and prepare for playback

- Utilize program sharing with other outlets, via available tools and portals (such as the Vermont Media Exchange)

Equipment & Facility

- Become proficient with all facility equipment, including studio, control room, master control, editing, and information technology
- Coordinate and schedule equipment and facility use for staff, volunteers, and community producers
- Create and maintain scheduling of meeting and event coverage for staff and/or volunteers

Administrative

- Utilize and update NWA-TV's main calendar and database
- Answer phones and return phone calls as needed and in a timely manner
- Manage assigned email accounts and related correspondence
- Greet visitors to facility
- Supervise volunteers and staff as needed
- Maintain regular contact with municipal and school officials regarding meeting schedules and other activities
- Provide written and oral reports to the Director as needed
- Ensure that compliance of all operational policies and procedures is met

Additional Duties and Responsibilities:

- Work with the Executive director to help formulate and achieve of the philosophy, mission, and annual goals and objectives.
- Work with the Executive Director and other staff to develop and implement all policies, procedures, and long-range plans.
- Assist with the preparation of reports regarding progress toward and barriers to the achievement of such policies and plans
- Work to improve and enhance the services offered in the community
- Maintain a good working relationship with community leaders in the viewing area Support the routine operation of the Studio
- Keep informed of trends, issues, events and developments within the PEG (Public, Educational, Government) Access field through professional peer contacts and other communications in order to facilitate sharing of knowledge and best practices
- Perform such other duties as from time to time may be assigned by the Executive Director.

Minimum Employment Standards and Requirements: Education/Experience: BA/BS in related field plus some relevant work experience, or at least 5 years of relevant professional work experience; Demonstrated ability to work with diverse groups of people Demonstrated good verbal and written communications skills.

Demonstrated desire to positively impact the community and to improve public dialogue through access to communications media. Demonstrated self-confidence and sound judgment sufficient to handle challenges.

Desirable Qualifications: Knowledge of field and studio video production, the use and maintenance of production equipment and varied modes of cablecast and other dissemination technologies. Familiarity with NWA-TV's service region and the Towns within it.

This job description should not be construed to imply that these requirements are the exclusive standards for the position.

The Employee will follow any other instructions and perform any other related duties as may be required to fulfill all job responsibilities and the mission of the organization.

Supervisory Responsibilities: The ability to work in a collaborative team environment is essential to the employee's successful job performance, as well as the ability to work independently with minimal supervision.

Qualification Requirements: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Language Skills: Ability to read, analyze and interpret information from professional journals and technical documents and manuals. Ability to respond to inquiries or complaints from the public and staff members in a helpful, effective and timely manner is required. Ability to present a variety of technical or general information clearly and effectively to administrators, students and staff is essential.

Mathematical Skills: Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations. Must also apply basic math concepts to daily situations.

Reasoning Ability: Ability to define problems and solutions and to assume appropriate responsibilities within the scope of the job's responsibilities.

Other Skills and Abilities: Demonstrates knowledge, competence and skills in all aspects of current and emerging video technology, including telecommunications access, software and hardware. Demonstrates ability in organizational, human relations, oral and handwritten communications skills.

Skills / Requirements:

Fluency working with computers, including operating in both Windows and Mac OS environments, having a general understanding of basic IT, including local area networks, uploading / downloading, software, and web-based platforms.

Excellent organizational skills including the ability to manage multiple projects simultaneously.

Physical Demands: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to sit, walk, stand, talk and hear. The individual must meet deadlines from multiple sources and interact with others. Occasionally the position requires the employee to work irregular or extended hours. Typical

position requires workers to lift and carry up to 50 pounds; climb stairs, ladders or scaffolding; bend and crouch; reach, hold, grasp and turn objects; use fingers to operate computer or typewriter keyboards; and feel the shape, size and temperate of objects. The work requires the ability to speak normally, to use normal and or aided vision and hearing, and to detect odors.

A valid Vermont State Operator's license and proof of insurance is required within 30 days of hire.

Work Environment: *The work environment characteristic described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Terms of Employment: Full Year, Salaried Position

Evaluation: **90 day probationary period , and then** Per Established Performance Cycle-bi-annually for the first two years and thereafter on an annual basis.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.