TOWN OF BERLIN

JOB DESCRIPTION: Video Production Assistant

OVERSIGHT BY: Cable Access Committee (which is appointed by the Board of Selectmen)

Skills

* Familiarity with both Apple and Windows operating systems
* Familiarity with video editing software
* Single and multi-camera production experience
* Meticulous attention to detail and deadlines
* Ability to work autonomously

Duties

* Work under the supervision of the Station Manager
* Produce, direct, and edit programming, as directed
* Maintain bulletin boards as directed
* Cover Board of Selectmen meetings and other public town meetings, as needed
* Abide by local, state and federal laws relating to production and broadcast, as well as use of equipment, grounds, and facilities
* Attend Board of Directors Meetings, as directed

Qualifications

* Proven communication skills and ability to work effectively with the public
* Well organized, able to work independently and have excellent interpersonal skills
* Excellent verbal and written skills
* Proficient computer skills
* Must be able to lift 50 lbs.
* Must pass CORI check
* Must have valid drivers’ license and reliable vehicle
* Must have flexible schedule, including evenings and weekends

Personnel Committee approved Sept. 19, 2016