



OKEMO VALLEY TV

37C Main St. Ludlow, VT 05149 * (802) 228-8808 www.okemovalley.tv

Digital Media & Production Coordinator

Job Description

Description: Reporting to the Executive Director, or other chief executive, the Production Coordinator manages and supports many of the daily operations at Okemo Valley TV, a small non profit community TV station & media education center. Principal duties include scheduling and coordinating production and post-production activities, overseeing equipment and facility use, data storage, producing and editing programming, as well as training and workshops.

Hours: Full Time (40 hours per week)

30% Post-production & editing

20% Production (both on location & in studio)

20% Coordinating production schedules, equipment & facility usage

15% Training & providing production support

15% Managing digital media & equipment

Skills / Requirements:

1. Excellent written and verbal communication skills, including the ability to effectively communicate with diverse groups of individuals across different platforms (interpersonal, print, electronic)
2. A background in television and / or video production.
3. Acute attention to detail.
4. Fluency working with computers, including operating in both Windows and Mac OS environments, having a general understanding of local area networks, and proficiency with using the internet and new media tools.
5. Strong technical & troubleshooting skills.
6. Proven ability to work independently with minimal supervision as well as in collaboration with others.
7. Excellent organizational skills including the ability to manage multiple projects simultaneously.

Minimum Qualifications: Secondary degree in related field plus some relevant work experience, or at least 3 years of relevant professional work experience; demonstrated ability to work with diverse groups of people and to communicate effectively; access to reliable transportation.

Desired Qualifications: Familiarity with the local community and surrounding area; ability to lift up to 50 pounds (moving equipment cases, boxes, ladders)

Major Functions:

1. Coordination of all production, equipment, and facility use schedules.
2. Coordination of post-production scheduling and workflows.
3. Working on studio productions, including both live and recorded telecasts.
4. Working on remote (on location) productions, including government meetings, event coverage, live remote telecasts, and multi-camera shoots.
5. Perform administrative duties, including correspondence, and data storage.
- 6 Perform outreach and marketing activities, including publicity of programming and production activities
7. Coordinate & conduct TV / video production training sessions, workshops, classes, etc.
8. Evaluate equipment and maintenance needs.
0. Manager digital media assets, including video library.

Goals:

1. Achieve and maintain high standards for the TV channels in production and presentation.
2. Support the organization's generation, curation, and production of local programming.
3. Proficiency with all equipment, software, and hardware used in regular operations.
4. Develop and improve production technique and proficiency with production equipment.
5. Develop and improve technical skills in all areas of production.
6. Build and sustain strong working relationships with community members.
7. Help enhance value in the community.