



**ACCESS FRAMINGHAM**  
CONNECTING YOUR COMMUNITY

## **Executive Director Position – Access Framingham TV (AFTV)**

AFTV is an independent, non-profit, public access television station in Framingham, MA that also operates the Framingham Education Channel (FECTV) (in collaboration with the Framingham Public Schools). The stations air on RCN, Verizon, and Comcast. Programming is produced by staff, members, students, interns, and volunteers. The Executive Director (ED) serves AFTV in functions of visionary leadership, administration, and management of the organization reporting directly to the President of the Board of Directors and working with the Board to achieve the organization's goals and objectives.

The AFTV ED will need to be a visionary, strategic business leader with a proven track record in change management, knowledge of PEG access TV and the broadcast industry, strong communication skills, and must have fundraising expertise. The ED will expand the vision with future-focused technology and services that respond to evolving community needs. This will require developing a plan to increase community outreach and engagement through video production training, increasing production of community events and producing local news programming, building the membership base, and tapping into new revenue sources. The ED will expand and guide the team to provide excellent service and to produce and facilitate the production of quality programming in a culture of inclusion, service, and collaboration.

The ED is responsible for the long-term growth and day-to-day administration of the organization and must have a strong understanding of how to effectively work with a board, staff, volunteers, and the community at large. The ED will be fiscally responsible and accountable and will continue increasing the organization's visibility and strengthening its viability as it builds and manages staff and volunteers to create quality programming. The ED will be an effective spokesperson and will build strong partnerships with key stakeholders.

### **Key Responsibilities include but are not limited to the following:**

- Direct all administrative operations
- Ensure the maintenance of official records, documents, and personnel records
- Ensure compliance with federal, state, and local regulations
- Manage, mentor, set goals for, and facilitate professional development for staff
- Supervise the work of contractors and vendors
- Make consistent, timely, measurable progress toward the goals set to achieve the mission
- Develop, manage, and report monthly on the budget and the overall operations
- Serve as the primary staff liaison to the Board of Directors and support Board meetings.
- Be a primary spokesperson, representative, and advocate for the organization who is consistently well informed of media, technology, and industry trends
- Build awareness of AFTV through ongoing, multifaceted outreach and communications
- Work to consistently grow the membership base and increase community engagement
- Plan and implement the production of local news programming
- Build a development effort to generate new sources of revenue
- Implement quality control processes and record-keeping to monitor and document equipment functionality and broadcast signal quality
- Strategy driven planning, execution, and measurement



## **Position Requirements**

- Bachelor's degree or equivalent in Communications, Broadcasting, or Technology
- Leadership - 5+ years of full-time supervisory, or managerial experience in media, PEG-TV, or Broadcast TV including financial management, and public relations experience
- Effective Communicator with strong oral, written, and listening communication skills
- Values that demonstrate community interest, transparency, collaboration, and a commitment to diversity, equity, and inclusion
- Supervisory experience that demonstrates an ability to effectively hire, train, mentor, and evaluate employees and to build a positive culture of teamwork and quality service
- Demonstrated success in development and/or fundraising
- Overall video production knowledge and creative foresight
- Familiarity with QuickBooks, Dropbox, Google Docs, Office, MAC and MS Office, Constant Contact, MailChimp, CRM SAS, WordPress, Adobe, and Final Cut Pro
- A clean driving record and willingness to occasionally drive a company production truck
- Must be able to lift 25+ pounds and evaluate the broadcast quality of video programming

## **Hours, Compensation, and Benefits**

- Full-time, exempt position located in Framingham, MA
- Paid time off for vacation, sick, and personal days
- Annual salary range: \$80,000-\$95,000 commensurate with experience and qualifications
- 80% of Health and Dental Insurance is paid by the employer
- 401K plan with a company match and investment options
- Annual performance bonus potential

AFTV is an equal opportunity affirmative action employer and does not discriminate in recruiting, hiring, training, promoting, or any other employment practices on the basis of race, color, religion, sex, marital status, age, sexual orientation, gender identity, national origin, military service or application for military service, veteran or disability status. Applicants to and employees of this company are protected under Federal law from discrimination on several bases. To find out more visit: <https://www.eeoc.gov/employers>

## **How to Apply:**

- Submit a current resume in an email with the subject: **ED Position** along with a cover letter that specifically responds to the key responsibilities and position requirements and speaks to your interest in the position. **Send to: [president@fpacboard.org](mailto:president@fpacboard.org)**
- Provide samples of video and communications work that demonstrate your skills
- Finalists will be required to submit references.