



4 Vernon Street
Framingham, MA 01701

Field Production Manager

AFTV is hiring a full-time **Field Production Manager (FPM)** to produce and manage the video production of events throughout the community and to assist with studio and post production.

Job Description Summary

The full-time Field Production Manager (FPM) serves as an AFTV Ambassador to the City, engaging with community leaders and partners, and attending events regularly to conduct interviews and produce content. The ideal candidate is an organized self-starter, a detail oriented creative producer who takes pride in producing quality work, and who is an effective communicator, leader, and trainer.

Daily Responsibilities include:

- Research events in the community and identify those that meet the criteria to be covered
- Assign, schedule, organize and monitor productions
- Produce high quality programming to be aired and distributed via all AFTV channels
- Participate in the hiring, training and managing of production crew
- Coordinate the scheduling and promotion of programming with staff
- Assist with member programming production as needed

Essential Job Functions

- Assign and follow up on contract shoots and editing work
- Produce, shoot, edit and upload multiple video stories each week
- Serve as a crew member for live and/or recorded productions
- Ensure that all work complies with company policies, cable franchise agreements, state guidelines, and federal regulations.
- Assist in maintaining and managing equipment inventory and equipment inspections
- Assist in developing and implementing training programs such as orientations and production workshops for students, volunteers, staff and members of the general public.
- Use and maintain AFTV professional equipment and operations tools and stay current on upgrades to ensure the most state-of-the art capabilities
- Perform other related duties as required, directed or as the situation dictates

Job Requirements and Qualifications

- Bachelor's Degree or equivalent certification(s) and 2+ years in video/TV production
- Skillful with Mac Computers including extensive knowledge and skills in Final Cut Pro and Adobe Creative Suite, After Effects, Prelude, Photoshop, lighting, audio, teleprompter and professional camera operation, and other production technology
- Ability to create and edit professional quality videos and audio podcasts

- Strong customer service and organizational skills, strong written and verbal communications skills, and overall good people skills
- Demonstrated high attention to detail, editorial skills and standards.
- Stay informed and aware of people, places and events in the city and how they can relate to content and potential programming.
- Flexible schedule which will include evening and weekend events and other assignments
- Valid driver's license is required at all times, along with a safe driving record and ability to use a personal vehicle with a valid inspection sticker for transportation during work
- Willingness and ability to safely drive a company mobile production truck
- Must be able to individually lift, carry, and move equipment and/or props of at least thirty-pounds

Salary range: \$45,000 - \$60,000, commensurate with experience

Benefits: Health and dental insurance, 401K plan with a company match, paid time off

Schedule: 40 hour work week requiring some nights and weekends

AFTV is committed to offering equal opportunities to all potential employees and has zero tolerance for discrimination. We welcome applicants respective of age, sex, race, ethnicity, disability and other factors that have no bearing on an individual's ability to perform their job.

To Apply: Email a cover letter of interest and qualifications with the subject line: Field Production Manager and include a resume and reel to: **president@fpacboard.org**