



4 Vernon Street
Framingham, MA 01701
<http://www.accessfram.tv>
www.accessfram.tv

Video Production Coordinator

Posting Date: 7/12/24

Closing Date: 7/31/24

Are you a media creative with strong technical skills? Do you like solving problems, creating content, and keeping gear in tip-top shape? Are you passionate about film, video and see amazing potential in TV studio and podcast production? Do you want to work in a small, supportive nonprofit where these skills make a difference for the community? This position might be for you.

The **Video Production Coordinator** is a creative and technical position at a hyperlocal non-profit media center. This multidimensional job is central to all phases of the production workflow within the organization. The **Video Production Coordinator** is a full-time, non-exempt, 40-hour week on-site position reporting to the Operations Manager. Evening and weekend work is required.

DUTIES

Content Creation (50%)

- Directing TV studio production
- Leading Multicamera offsite with production truck
- Coordinate on and offsite video productions including event coverage
- Editing in all areas of the post-production workflow
- Produce short video packages as well as longer-form content
- Balance multiple concurrent projects utilizing staff, members, and interns

Content Management and Distribution (20%)

- Program a broadcast server
- Organize and track online content and metadata
- Maintain online, and offline file backup and organization (YouTube, Archive.org)
- Streaming and Live broadcasts from studio and field

Technical Support (20%)

- First point of contact for technical issues with production equipment, computers, software, and servers.
- Repair or schedule repairs as needed.
- Research and stay current on industry trends and technical advancement
- Maintain AFTV professional equipment (TV studio, podcast studio, portable field equipment, computers)

Media Training (10%)

- Working with members, interns, and staff on projects
- Train staff and the public on the use of production equipment
- Conduct individual and group training sessions and classes as needed.

Other duties as assigned.

Job Requirements and Desired Qualifications:

- 1+ years of video/TV production experience including camera work, audio, lighting, and studio productions; a Bachelor's Degree or certification(s)
- Demonstrable track record of creating high-quality, innovative work
- Thorough capability with Adobe Creative Cloud
- Efficient post-production skills
- Ability to meet deadlines
- Capacity to independently learn software and hardware
- Strong written and verbal communication skills and overall good people skills (Portuguese or Spanish a plus)
- Genuine interest in and enthusiasm for the Framingham community with a commitment to using media to empower underserved voices
- Valid driver's license and ability to safely drive a company production truck
- Ability to lift, carry, and move equipment up to fifty pounds.

Access Framingham invites candidates from underrepresented and marginalized communities to apply for this position. AFTV is committed to offering equal opportunities to all potential employees and has zero tolerance for discrimination. We welcome applicants regardless of age, sex, race, ethnicity, disability, and other factors that have no bearing on an individual's ability to perform their job.

The **Video Production Coordinator** is a full-time, non-exempt, career position with generous health and dental benefits and a retirement savings plan with matching contributions. This position is based out of the Access Framingham state-of-the-art TV studio in Framingham Center.

Salary Range: \$40,000 - \$45,000 commensurate with experience.

To apply: Applications will be accepted until 7/31/24.

Please email jdaniels@accessfram.tv with a cover letter, demo reel, and resume. Applicants must submit all three to be considered.