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## **Production/Operations Coordinator**

FECTv is hiring a full-time Production/Operations Coordinator (POC) to produce content for the Framingham School District channel (FECTv) and mentor district TV students in TV/Media production of school district events throughout the community as well as assist with studio and post production.

### **Job Description Summary**

The full-time Production/Operations Coordinator (POC) serves as FECTv's Ambassador to the School Department, engaging with administrators and educators and attending school related events regularly to record and produce content for the channel. 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:**

- Producing educational content with the TV students for the channel
- Mentoring and supporting TV students after school
- Mentoring and supporting the afterschool Video Club Instructors as needed
- Participate in producing high quality programming to be aired and distributed via all FECTv channels
- Edits and processes content for the channel
- Creates Promos and PSAs for the channel
- Assists in training and managing of the student TV production crews
- Coordinates the scheduling of FECTv School District shoots and productions
- Assist in maintaining and managing the FECTv equipment inventory

### **Essential Job Functions**

- Researches events in the district and identifies those that meet the criteria to be covered as well as searching for appropriate educational content and PSAs on the Web for the channel to Air
- Produce, shoot, edit school district content for FECTv cable channel
- 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.

- Assists in the planning and implementation of a 1 month TV Summer Camp program
- 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/Media 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
- Experience working as an Instructor or mentor with middle school aged children
- 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: \$35,000-\$45,000 annual salary commensurate with experience, full-time exempt

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

Schedule: 40hour 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](mailto:president@fpacboard.org)