



Town of Georgetown

Town Administrator

MEMORIAL TOWN HALL, 1 LIBRARY STREET, GEORGETOWN, MA 01833
PH. (978) 352-5755 ♦ FAX (978) 352-5727

March 19, 2007

POSITION AVAILABLE

Program Director/Access Coordinator

In this hands-on position, you will manage all TV studio and broadcast activities, coordinate the services of all paid staff and volunteers and ensure timely broadcast and station up-time to meet or exceed monthly goals of 32 hours minimum original broadcasting and 500+ hours of video broadcasting. Primary programming consists of live and recorded governmental meetings (selectmen, planning, zoning, etc.) You will report directly to the Cable Advisory Committee (CAC).

Additional duties will include:

Ensure adequate coverage of all town board meetings, including water, electric, council on aging, finance, housing, selectmen, and others. Determine programming schedule and priorities, and manage all personnel. You will be responsible for recommending purchase and maintenance of all equipment, including working with new and existing service providers. You will also be responsible serve as the CAC liaison with cable partners Comcast and Verizon, and you will manage/direct/and contribute to the development of non-government programming, student programming, and working with the local schools to develop additional programming.

The ideal candidate will have a strong desire to fill the airwaves with programs for and about life in the community of Georgetown, and will strive to ensure an open learning environment and access for the community to a wide variety of in-house training sessions and production opportunities, including technical, directing, coordinating, field production, and in-house editing. You will be supported by the CAC and the community, but you will be responsible for outreach to the community and for participating in monthly cable board meeting, and managing the day-to-day activities (phone, mail, e-mail, website and program schedule updates) as necessary to run an effective community access station.

Salary \$23-28,000, 28 hrs/week (flexible schedule with evenings and some weekend hours), health benefits. Please send resume to Stephen L. Delaney, Town Administrator, Town Hall, 1 Library Street, Georgetown, MA 01833, or electronically to jpantano@georgetownma.gov.

(position open until filled)