



## **CAREER OPPORTUNITY**

### **Government Access Assistant**

7/31/2023

#### Primary Responsibilities

Falmouth Community Television (FCTV) is seeking a highly motivated and dedicated individual to join our team as a Government Access Assistant (*part time*).

The Government Access Assistant will take a leading role in the production and support of government-related content for government access television. Expertise will be essential in producing both live and recorded programs, fostering community engagement with local government proceedings and creating informative segments for *Falmouth in Focus*.

The Government Access Assistant will assist the Government Access Coordinator in the production, assignment and scheduling of all remote and on-site FCTV Government Access productions. This position will work under the supervision of the Government Access Coordinator. This position is part time, 25-32 hours per week with primarily evening and weekend hours.

#### Duties

##### *Production and Support*

- Produce high-quality government programs, including meetings, interviews, press conferences, and promotional videos using single or multi-camera setups, in-studio or on-location.
- Proficiency in operating video recording equipment, studio and remote setups, and post-production tools to maintain high production standards.
- Ensure all produced content adheres to Falmouth Community Television's guidelines and standards, maintaining accuracy and objectivity.
- Contribute to the development and implementation of creative ideas and new approaches to expand government programming and increase viewership.
- Create compelling feature segments for Falmouth in Focus, showcasing the town's unique events, initiatives, and community stories.
- Provide guidance and support to volunteer government producers, encouraging active involvement and enhancing their production skills.
- Assist the Government Access Coordinator with channel and production scheduling.

#### Skills

##### *Required Education, Skills and Experience*

- Experience with single and multi-camera digital video production, both live and recorded, with a focus on creative storytelling and attention to detail.
- Expertise with video editing software (*e.g., Adobe Premiere Pro, Final Cut Pro*).
- Experience with multi-camera studio directing, technical directing, graphics, camera operation, lighting and audio.
- Strong organizational skills to manage multiple projects and deadlines effectively.
- Proficiency with productivity tools and software (*e.g., MS Word, Excel, PowerPoint, Google Workspace*).
- Excellent communication abilities to support and guide volunteer producers.
- Knowledge of government proceedings and an understanding of community interests is advantageous.
- Ability to adapt to changing priorities and work collaboratively in a team-oriented environment.
- Two years' post high school related training, education and/or relevant experience required.

### *Other Job Requirements*

- Work evenings and occasional weekends.
- Establish and maintain positive work relationships with co-workers, members, and the community.
- Maintain a professional appearance and exhibit a positive company image to the public.
- Be a self-starter who will initiate the completion of work and projects.
- Valid driver's license with satisfactory driving record required.
- The ability and willingness to drive and operate a cargo type production van is desired.
- Provide own transportation to travel to locations with some frequency, as required.
- Work in-person at FCTV and various locations in Falmouth, MA, encompassing both indoor and outdoor environments. Occasional production work outside of Falmouth, but within Massachusetts, may be required.
- Stand for extended periods while operating production equipment and have the ability to lift and maneuver equipment weighing up to 50 lb.
- Professional, diplomatic and tactful communication skills.
- Good verbal and written communication skills.
- Possess effective problem solving and troubleshooting skills.

### Compensation

- Commensurate with experience
- Non-exempt hourly position
- Benefits per FCTV policy

### How to Apply

Interested candidates are to send their cover letter, resume, three written letters of reference and online link to demo reel to:

Debra Rogers, Executive Director/CEO  
310E Dillingham Ave.  
Falmouth, MA 02540

*Application will be accepted via email to: [deb@fctv.org](mailto:deb@fctv.org)*

*Falmouth Community Television is an equal opportunity employer*