



CAREER OPPORTUNITY

Government Access Coordinator

Falmouth Community Television (FCTV) is seeking a motivated and experienced individual for the position of Government Access Coordinator. This is a full time supervisory role responsible for managing the Government Access Department.

Falmouth Community Television (FCTV), located in beautiful Cape Cod, is a nonprofit community media center that fosters the production and distribution of local information. FCTV provides access to training, technology and content to encourage community dialogue, awareness and expression.

Primary Responsibilities

The Government Access Coordinator facilitates civic engagement, ensures transparency, and supports effective communication by managing, producing, and coordinating government access programming and initiatives. This role involves working closely with government agencies, officials, community organizations, FCTV staff, and volunteers to deliver informative and accessible government-related content to the public.

The Government Access Coordinator will oversee the Government Access department and its personnel, providing leadership, guidance, and support while fostering a culture of excellence in government programming and community engagement.

Job Duties

Contract Adherence:

- Oversee, track and report compliance of the contractual agreement between the Town of Falmouth and FCTV.

Programming Coordination:

- Manage the scheduling, production, and broadcast of government-related programming across FCTV channels and platforms, ensuring the timely and accurate delivery of essential information to the community.
- Supervise the production, editing, and quality control of government access programming to ensure it meets professional standards and complies with FCTV's policies.
- Collaborate with government and elected officials, civic organizations, and community stakeholders to develop relevant and engaging content.
- Manage the production process of all government access programming, including content planning, scriptwriting, recording and post-production.
- Ensure adherence to the contractual obligations between the town of Falmouth and FCTV by overseeing, producing, or delegating coverage of government meetings and other required programming.
- Produce programs as assigned by the Director of Operations or Chief Executive Officer.
- Collaborate with FCTV staff, volunteers, and government representatives to deliver high-quality programming that aligns with community expectations.
- Collaborate with the Communications Manager to develop and implement a cohesive branding strategy for government programming and platforms.

Community Engagement:

- Work closely with community stakeholders, elected officials, government agencies, departments and civic organizations to identify programming needs and facilitate engagement opportunities related to government affairs.
- Organize and promote the production of community forums, town meetings, and other events.
- Produce live local election coverage.
- Produce the twice monthly dedicated government segment for "Falmouth in Focus," showcasing local government news, events, and initiatives.
- Produce, record and edit the annual town of Falmouth Memorial Day, Veterans Day and 9/11 ceremonies.

- Manage underwriting opportunities for government programming by securing sponsors through outreach and client engagement while coordinating with Town Meeting and Select Board underwriters to produce, write, record, and edit underwriting videos.

Content Management:

- Maintain accurate back-ups, records and archives of government-related programming and activities.
- Compile and prepare monthly reports on government department activities, training and scheduling data, and programming statistics.

Supervisory:

- Responsible for leading a team, fostering collaboration, and nurturing professional growth within the department to ensure cohesive and high-quality government access programming.

Government Liaison:

- Serve as the primary point of contact for government entities and elected officials seeking to utilize FCTV platforms.
- Cultivate strong relationships and partnerships with government representatives and elected officials.

Technical Infrastructure:

- Assist in the maintenance and enhancement of technical infrastructure, including town hall facilities, studio equipment, cameras, editing software, playback system and streaming platforms, to support the smooth operation of government access productions and programming.
- Troubleshoot technical issues and provide necessary upgrades and training to ensure reliable broadcast quality.
- Maintain inventory of equipment, ensuring its availability, functionality, and proper organization using FCTV's facility asset and scheduling management software.

Training and Support:

- Provide guidance, training, and technical support to government and elected officials, staff, volunteers and community members on the effective use of FCTV resources.
- Educate and empower individuals to produce quality government access programming independently.

Compliance and Regulations:

- Stay abreast of relevant regulations, policies, and best practices related to government access programming.
- Ensure compliance with legal and ethical guidelines and FCTV policies, including fair and balanced representation, non-partisanship, and open meeting laws.

Required Education, Training, Knowledge and Experience

- Bachelor's degree in communications, media studies, a related field or equivalent work experience.
- Proven experience in community media, government access programming, or a related field.
- Understanding of local government structure, processes, and community dynamics.
- 3+ years of experience in media creation.
- 3+ years of demonstrated proficiency in studio, single and multi-camera field and post-production including:
 - ❖ Proven experience in video production, with a strong portfolio showcasing your storytelling abilities and technical skills.
 - ❖ Expertise with multi-camera studio directing, technical directing, graphics, camera operation, lighting and audio.
 - ❖ A proven track record of editing high-production value content.
 - ❖ Expertise with production and post-production tools (*e.g. Tricaster, FCPX, Adobe Premiere Pro, After Effects, Motion*). *Photoshop experience is helpful.*
 - ❖ Experience with playback software (*Cablecast Community System preferred*)
 - ❖ Experience working with NDI cameras and switchers, including setup, operation, and troubleshooting in live production environments.

- ❖ Proficiency with productivity tools and software (e.g., MS Word, Excel, PowerPoint, Google Workspace).
- ❖ Proven team supervision expertise, fostering growth and collaboration.
- 3-4 years of working knowledge and use of current media and Internet technologies.
- Familiarity with legal and regulatory requirements related to government access programming.
- Valid driver's license with a good driving record, free from major violations or accidents is required.

Essential Skills, Competencies and Characteristics

Must possess:

- Flexibility to adapt to changing priorities, programming needs, and evolving technological advancements in the media production field.
- A proactive and solution-oriented approach to identify and address challenges, troubleshoot technical issues, and find creative ways to enhance government access programming.
- Exceptional written and verbal communication and interpersonal skills, with the ability to collaborate with a diverse range of stakeholders.
- Adherence to ethical standards, including non-partisanship, impartiality, and maintaining confidentiality in sensitive government matters.
- A commitment to ongoing professional development, staying updated with industry trends, best practices, and emerging technologies in media production and government access programming.
- Strong attention to detail and a commitment to delivering high-quality work.
- Excellent organizational and project management skills, with the ability to handle multiple tasks simultaneously, prioritize and meet deadlines.
- Ability to work both independently and collaboratively in a fast-paced environment.

Required to:

- 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.
- Demonstrate initiative by independently taking ownership and completing tasks and projects.
- Have the ability and willingness to drive and operate a cargo type production van.
- Work evenings and occasional weekends.
- 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.

Compensation

This position is classified as exempt, which means that the selected candidate will not be eligible for overtime pay in accordance with applicable labor laws. Compensation package includes salary, health, dental, life and disability insurance coverage, retirement plan and paid time off. Falmouth Community Television reserves the right to change its benefits, insurance coverage and/or its insurance carriers at any time and for any reason. Salary \$55,000-\$65,000 per year commensurate with experience.

How to Apply

Send a resume and detailed cover letter (*as PDF attachments*) explaining why your skills, interests and experience make this opportunity the right fit. All applications must include an online link to a demo reel demonstrating video production and post-production work.

Email to:

Bob Fenstermaker, Director of Operations
 310E Dillingham Ave.
 Falmouth, MA 02540
Bob@fctv.org

Falmouth Community Television is an equal opportunity employer. We value diversity and encourage individuals from all backgrounds to apply.