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your **community**

### **Job Posting: Field Producer & Equipment Coordinator**

Community Access Television (CATV), an Upper Valley non-profit public Access TV station in White River Junction, VT, is seeking an upbeat, flexible videographer/editor type to round out our small team. This position is fairly independent and demands flexible work hours which including video recording approx. 3 evening &/or weekend field event shoots per week.

Employee works 40 hrs/week with each week's schedule changing slightly as dictated by event shoot schedule, field equipment check-out appointments and one-on-one trainings.

#### **Key Duties:**

1. **Field Production:** Initiate and manage field shoots from preproduction planning through post-production digital management.
2. **Field Equipment Coordination:** Organize & manage field equipment lending library. Provide reporting to Executive Director.
3. **Field Equipment Training:** Train community borrowers how to use borrowed equipment successfully.

#### **Secondary Duties:**

1. **Video Editing:** Assist independent producers to edit their projects.
2. **Software Training:** Set up and execute one-on-one trainings using Final Cut Pro X and ancillary digital management software.
3. **Special Creative Projects:** The CATV team works together on special projects including three important film festivals and occasional quality video projects as directed by the Executive Director.

#### **Skills Needed:**

- Ability to manage production of field shows from preproduction through post-production digital management.
- Ability to graciously interact with the community event planners and independent show producers with patience and professionalism.
- Strong Final Cut Pro X editing skills on a Mac platform.
- Ability to trouble shoot computer and digital problems with dedication.
- Ability to manage the CATV field equipment library.
- Ability to teach FCPX to novice and intermediate users.

#### **Skills Appreciated** *(please indicate if you can offer any of these additional skills):*

- Ability to work in Photoshop, use Google Drive platform, use Tighrope scheduling & bulletin creation software, and RueShare library organizational software.

**Salary & Benefits:** Commensurate with skill level and experience. Please include your salary demand with resume. Benefits include health insurance and employer match simple IRA plan.

**Company:** CATV is a local public access television station that serves five communities in the Upper Valley which includes Hanover & Lebanon, NH, and Hartland, Hartford & Norwich, VT. For more information about the station, please visit [www.catv8.org](http://www.catv8.org).

Please send resume to [info@catv8.org](mailto:info@catv8.org).

