

## **PROGRAMMING AND DIGITAL MEDIA COORDINATOR**

Reports to Executive Director

Hours: Part-Time, Non-Exempt. Schedule varies with weekends and holidays required. Standard work schedule is afternoons & evenings.

Pay rate: \$12 - \$15/hour, 10-20 hours per week.



The Programming and Digital Media Coordinator performs a variety of duties related to the acquisition and scheduling of programming on TV Santa Barbara's two cable channels and online digital distribution platform. The position's primary responsibilities include program acquisition, distribution, duplication, archiving, scheduling, and management of digital media assets. The Programming and Digital Media Coordinator provides general support for TV Santa Barbara's activities, services, productions, and operations.

Example of Duties:

### Programming

Process and assist with ingest of programming and media from multiple sources, including independent producers, TVSB staff, educational institutions, government agencies, nonprofits, and other TVSB members.

- Maintains an electronic database of programming resources for use in creating channel programming schedules
- Creates and publishes in print and electronic format the TVSB community cable channel program schedules
- Coordinates the activity of TV Santa Barbara's master control system including troubleshooting and support
- Schedules programming in the master control system to ensure accuracy of programming on TVSB
- Uploads program schedule to various electronic program guide services (TV Guide, ROVI, Tribune, Zap2It, etc)
- Creates and publishes monthly, quarterly, and annual programming reports
- Monitors and troubleshoots "Live" signal feeds
- Monitors the programming activities of community producers and volunteers for compliance with TVSB's Operating Rules and Procedures
- Coordinates with Independent Community Producers and staff for accurate and timely programming information
- Coordinates the administrative tasks of scheduling programming seasons on TVSB channels
- Assists with marketing and outreach for programming distributed by TVSB, including creation of e-newsletters and website pages.
- Monitors programming technical standards for quality assurance

### Facility Coordination

- Assists with scheduling of equipment and facility resources as requested by TVSB staff, interns, and members
- Perform front desk administrative tasks, (answering phones, greeting clients and the public), and answers inquiries from the public
- Assists with the proper check-in and check-out of field equipment and media center facilities
- Assists with updating information on the website through a content management system

### General

- Stay current with nonprofit and community media trends and help develop topical themes for content
- Provides support and occasional instruction for TVSB's MediaU training programs

- May operate professional media production equipment, such as cameras, lights, graphics, audio, and nonlinear edit systems.
- Performs other duties as assigned by the Executive Director

#### Requirements:

- Detail oriented with excellent organizational skills
- Ability to communicate effectively in writing and orally
- Knowledge of written English and of best practices for writing for video and the web
- Demonstrated ability and comfort level in interacting with a diverse client base
- A strong understanding of professional video production including pre-production, production, post-production, studio and remote recording, digital files, and media transcoding.
- A thorough understanding of and ability to utilize computer-based systems, including Mac OS and Windows, Microsoft Office applications, and WordPress CMS.

#### Desired Knowledge and Skills:

- An understanding of Public, Educational, and Government access television operations.
- A working knowledge of Final Cut Pro, iMovie, Compressor, and other video editing applications.
- A working knowledge of Telvue systems.

#### Physical Requirements and Working Conditions

- Uses hands to finger, handle or feel objects or equipment, tools or controls
- Spends prolonged periods of time standing, bending, stooping or reaching.
- Visually operates cameras and auxiliary equipment
- Visits locations that may include difficult access
- Lifts and carries equipment weighing up to 75 lbs.
- May work alternate work schedules including evenings, weekends and holidays.

#### Minimum Requirements

- Work experience in community media production, video programming, public affairs, journalism or communications.
- An equivalent combination of training and experience may be substituted.

#### Special Requirements

- Must provide own transportation