

# DEPARTMENT OF COMMUNITY SERVICES

## TOWN OF HANOVER

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TO: Bulletin Boards at Town Hall, School Department, Library, DPW, Council on Aging, Police and Fire Departments and the Town's Website

FROM: Tammy Murray, Acting Director of Community Services

DATE: June 5, 2018

### NOTICE OF VACANCY

### PRODUCTION COORDINATOR - FULL-TIME

The Town of Hanover is seeking an experienced, full-time Production Coordinator to oversee scheduling and programming of the Access channels, and to facilitate all types of access production and training at HCTV. The successful candidate will work under the supervision of the Station Manager.

The essential duties for this position are to assist community producers in all aspects program creation, oversee all media duplication, implement, organize and maintain all HCTV equipment databases including various training functions, maintain all field and studio equipment, instruct members in field production and editing, monthly reporting. Assist with the day-to-day functions at HCTV. Programming Development includes; program schedule management on access channels, Community Bulletin Board management, assist members with concept development through program completion, work with School and Town Officials to develop news based program showcasing Town-wide accomplishments and initiatives, encourage broad-based local programming, and work with interns/volunteers in providing crews for HCTV member productions. Schedule and coordinate all aspects of HCTV, including studio times, audio and video edit suites and portable field equipment. Supervise and assist all aspects of production in studio and in the field, and encourage proper completion of productions.

**Qualifications:** Bachelor's or Associates degree or comparable training in communications or media arts. Minimum of two years' experience in media production environment preferred. Computer skills, including skills with Windows, Macintosh, non-linear editing, computer-video production graphics and related software programs. Excellent communications skills; verbal and written. Organizational skills including the ability to implement and utilize computer based scheduling materials effectively. Ability to interact effectively with the public. Ability to work independently and also as part of a cooperative team. Video production and non-linear content creation skills.

Salary to commensurate with experience. Deadline for application is June 18, 2018, or until filled. Please submit a cover letter and resume to Ann Lee, Executive Assistant, Town of Hanover, 550 Hanover Street, Hanover, Massachusetts 02339 or e-mail: [ann.lee@hanover-ma.gov](mailto:ann.lee@hanover-ma.gov) (Posted 6-5-18).

**The Town of Hanover is an Affirmative Action, Equal Opportunity Employer.**

[WWW.HANOVER-MA.GOV](http://WWW.HANOVER-MA.GOV)

## **Town of Hanover Job Description**

**Job Title:** Production Coordinator  
**Department:** Community Services  
**Reports To:** Director of Community Services  
**FLSA Status:**  
**Prepared By:** Colleen Smith/Anthony Marino  
**Prepared Date:** May 2014  
**Approved By:** Troy B.G. Clarkson, Town Manager  
**Approved Date:**

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### **SUMMARY**

The Production Coordinator will oversee scheduling and programming of the Access channels, and will facilitate all types of access production and training at HCTV. He/she will work under the supervision of the Station Manager.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned as necessary.

### **Primary Job Responsibilities**

- Primary responsibility is to assist community producers in all aspects program creation.
- Oversee all Media Duplication.
- Implement, organize and maintain all HCTV equipment databases.
- Keep all Field and Studio equipment cleaned, serviced and well maintained.
- Instruct members in field production and editing, as necessary.

### **Programming Development**

- Manage program scheduling on access channels.
- Oversee Community Bulletin Board management and volunteers.
- Assist members from concept development through program completion and submission of appropriate forms for cablecasting programs.
- Work with School and Town Officials to develop a news based program showcasing town wide accomplishments and initiatives.
- Encourage broad-based local programming.
- Make use of interns and volunteers in providing crews for HCTV member productions.

### **Training**

- With the Station Manager, establish a comprehensive training program for members that accommodate variable learning capabilities, technical requirements and programming interests and stresses media literacy as a responsible complement to technical proficiency.
- Coordinate curriculum development, and registration.
- Assist and facilitate production at HCTV by offering technical assistance to producers before, during and after production.
- With the Station Manager, maintain and update specific handouts for each class.
- Work with the Station Manager to implement specialized training courses for local non-profit organizations.

**Scheduling**

- Schedule and coordinate all aspects of HCTV, including, but not limited to studio times, audio and video edit suites and portable field equipment.

**Studio Supervision**

- Supervise and assist all aspects of production in studio and field, and encourage proper completion of productions.

**Reporting and Staff Duties**

- Compile and submit monthly equipment and programming reports to Station Manager for presentation at Committee meetings.
- Assure that all forms required of producers are submitted in a timely manner.
- Assist producers in pre-production preparation and completion of HCTV forms.
- Assist Station Manager in searching and applying for outside funding and grants.

**Other**

- Assist in various training functions at HCTV
- Assist in all day-to-day operational functions at HCTV and perform all other duties that may be assigned

**Education and/or Experience**

Bachelor's or Associates degree or comparable training in communications or media arts. Minimum of 2 years of experience in media production environment preferred. Computer skills, including skills with Windows, Macintosh, non-linear editing and computer and video production graphics and related software programs. Excellent communications skills; verbal and written. Organizations skills including the ability to implement and utilize computer based scheduling materials effectively. Ability to interact effectively with the public. Ability to work independently and also as part of a cooperative team. Video Production and non-linear content creation skills.

**Supervisory Responsibilities**

None

**Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute formulas and to use software to draw and interpret bar graph

**Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations

**Independent Action**

Incumbent functions independently within a broad scope of established department policies and procedures; generally refers problems to supervisor only when clarification of department policies may be required.

**Interrelationships**

Functions performed require the ability to communicate somewhat complex information with other employees, insured, agents, and others outside the organization under conditions where basic understanding or sensitivity is required to promote and maintain relationships.

**Manual Skills**

Responsibilities require application of manual skills for lengthy portions of time where accuracy is critical.

**Computer Skills**

To perform this job successfully, an individual should have a strong understating of non-linear editing software. Preferred knowledge of After Effects and/or Motion software. An individual should have knowledge of Database software; Internet software; Mapping software, Spreadsheet software, Word Processing software, and Presentation software (PowerPoint).

**Certificates, Licenses, Registrations**

A valid Massachusetts driver's license and reliable transportation may be needed for off-site work. Individual must successfully complete Drone pilot training course within one year of hire. Class to be paid for by Town.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to 25 pounds.

**Working Hours**

This is a full time position and is expected to work a minimum of 40 hours per week. Additional hours may be authorized by the Department Head when necessary.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.