DEPARTMENT OF COMMUNITY SERVICES
TOWN OF HANOVER

TOWN HALL, 550 HANOVER STREET, HANOVER, MA 02339 • (T) 781-826-6400 • (EMAIL) COMMUNITYSERVICES@HANOVER-MA.GOV

PHONE FAX

MUNICIPAL INSPECTIONS: (781) 826-6400
JOHN CURTIS LIBRARY: (781) 826-2972
COUNCIL ON AGING: (781) 924-1913
VISITING NURSES: (781) 826-4971

CONSERVATION: (781) 826-5950
PLANNING: (781) 826-5950
BUILDING: (781) 826-5950
HEALTH: (781) 826-5289

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

FROM: Anthony Marino, Director of Community Services

DATE: October 4, 2016

NOTICE OF VACANCY
CREATIVE PROGRAMMING COORDINATOR – FULL-TIME

The Town of Hanover is seeking an experienced, full-time Creative Programming Coordinator to work closely with the Hanover School Department and members of the public, to facilitate all types of access production and training at HCTV.

The essential duties for this position are to assist students, staff and the public in all aspects program creation, field production and editing, from concept development through program completion. Keep all Field and Studio equipment cleaned, serviced and well maintained. Work with the Schools to develop a News based program. Work with interns and volunteers in providing crews for HCTV member productions. Establish a comprehensive training program with the Station Manager for students that will accommodate variable learning capabilities, technical requirements and programming interests and stresses media literacy as a responsible complement to technical proficiency. Schedule and coordinate Educational events for HCTV. Compile and submit monthly equipment and programming reports to Station Manager. Assist Station Manager in searching and applying for outside funding and grants.

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 verbal and written communications skills. 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. Teaching experience preferred but not required.

Deadline for application is October 18, 2016, or until the position is filled. A complete job description is available upon request. Salary to commensurate with experience. 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.

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