

DEPARTMENT OF COMMUNITY SERVICES  
TOWN OF HANOVER

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MUNICIPAL INSPECTIONS: (781) 826-6400  
JOHN CURTIS LIBRARY: (781) 826-2972  
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VISITING NURSES: (781) 826-4971



CONSERVATION: (781) 826-5950  
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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: June 17, 2014

**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 July 1, 2014, or until filled. A complete job description is available upon request. 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).

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

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