

ASSOCIATE DIRECTOR OF COMMUNITY MEDIA

Peabody, MA

Reports to: Creative Director

Full Time | FLSA Status: Exempt

Peabody TV is an award-winning community media center. Our mission is to provide the space and tools for our local community to transform thoughts and ideas into publicly available media. We aspire to be the go-to resource for digital media creation where everyone in our community has access to the right tools, education and delivery platform to tell their story—and that's where you come in.

Peabody TV seeks a quick-thinking, problem-solving creative who will be responsible for handling live productions from crewing to completion. The ideal candidate will have some knowledge of sports, deliver quality customer service, and be comfortable training students and volunteers.

Responsibilities:

- Manage the coverage of all productions pertaining to the community, including but not limited to, local events, sports, arts, and government meetings.
- Ability to run all facets of the production truck shoot.
- Co-manage high school work-study students, and college interns with the Associate Director of Community Relations on training in various facets of production.
- Ability to recycle content and use archives to create new content as needed.
- Maintain and manage the content library and archives.
- Additional responsibilities will be assigned based on business needs.

Essential Knowledge, Skills, & Experience:

- Extensive knowledge of video production particularly live productions; experience working in a truck environment a plus.
- Adobe Creative Cloud experience preferred, particularly Premiere Pro.
- Must be detail-oriented, possess strong organizational skills, and be able to complete assignments in a timely manner while multitasking under changing priorities, daily time constraints, and last minute requests.
- Ability to communicate effectively and work both independently and as a team.
- Maintain a positive and solutions-focused attitude, while being open to constructive feedback.
- Deliver consistent, excellent customer service to community members and colleagues.
- Willingness to adapt to a future strategy to bring value to creators and consumers independent of cable revenues
- A commitment to accessibility and digital equity for all.
- The belief in free speech and creative expression.
- Embrace and adapt to new technologies.
- A commitment to create trustworthy content.

- Desire and willingness to learn and improve through professional development opportunities.
- Strong commitment to the mission of Public, Educational, and Governmental (PEG) Access; prior experience in PEG Access is a plus.
- Bachelor's Degree or two years experience in related fields.
- Valid Driver's License and ability to pass DOT certification required.

Working Environment and Other Requirements:

- Adheres to OSHA guidelines.
- CORI background check required upon hire.
- Ability to work in a constant state of alertness and safe manner.
- The physical demands and work environment characteristics 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.
 - Office Environment:
 - Standing or sitting for long periods of time
 - Occasionally sitting at a computer
 - Reaching, bending and lifting up to 50 lbs.
 - Occasionally working outdoors in all kinds of weather.
 - Exposure to electricity.
 - Climbing ladders, working on platforms high off the ground
 - Must be capable of loading, unloading and setting up video equipment from vehicle to site without assistance
 - Ability to work occasional evenings, weekends, and holidays.
 - Some travel may be required.

Peabody TV provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Disclaimer:

The above statements are intended to describe the general nature and complexity of the work being performed by personnel assigned to this classification and do not represent an exhaustive list of all tasks, duties, and responsibilities required of personnel assigned to this position.