

Village of Cottage Grove

**CABLE TV COORDINATOR**

Job Description

**GENERAL STATEMENT OF DUTIES**

Cable TV Coordinator films, records, and broadcasts public meetings of the Village of Cottage Grove and any other Cottage Grove related programming as assigned. The Cable TV Coordinator performs the following duties upon the direction of the Village Administrator or his/her designee.

**DUTIES AND RESPONSIBILITIES**

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive; other duties may be required and assigned.

1. Attends all Public Relations Committee meetings.
2. Recruits, trains, and supervises assistants and volunteers in video production for Cottage Grove Community Cable Channel. Training involves the use of camcorders and studio equipment, camera setup and procedures, maintenance of all equipment, etc.
3. Responsible for coordinating the taping of all programs for the Village of Cottage Grove.
4. Responsible for reviewing and timing all programs to be aired.
5. Responsible for the scheduling and airing of all programs.
6. Responsible for updating the character generator.
7. Responsible for the maintenance of all equipment.
8. Advises on the annual budget.
9. Advises on development of new programming and public service announcements.
10. Perform other duties as assigned.

**KNOWLEDGE AND ABILITIES**

1. Knowledge of Cable TV production.
2. Knowledge of the use of cable and studio equipment.
3. Knowledge of the creation of and maintenance of a website with multiple links and functions.
4. Knowledge of effective training of assistants and volunteers.
5. Ability to motivate and supervise assistants and volunteers.

6. Ability to present oneself in a professional manner and to communicate clearly and concisely both orally and written.
7. Ability to deal with the general public in a courteous and tactful manner.
8. Ability to visually monitor taping and programming on video equipment.

#### **PREFERRED QUALIFICATIONS**

1. Graduation from high school.
2. Experience in Cable TV production and website design.

#### **HOURS OF WORK**

1. Requires flexibility in schedule – evening meetings
2. Approximately 10 hours per week.