

Government & News Producer

About Belmont Media Center

Belmont Media Center is a nonprofit 501(c)(3) corporation that manages the public-educational-government access TV channels and operations in Belmont, situated in the Boston metro area, next door to Cambridge, Watertown, and Arlington. BMC provides training, media technology, and transmission facilities for residents, local government & schools, organizations, and businesses.

BMC is a hyper-local media hub, with community produced shows, staff/volunteer programs, and remote live coverage of town/school meetings, sports, and elections. BMC is a digital distributor for the Mass Media Exchange and has been recognized by the Northeast Region of the Alliance for Community Media for programming and leadership.

In 2009, led by a forward-thinking and proactive board and staff, BMC moved from a one-room high school operation to a new 3500-square-foot space in the small business and residential district of Waverley Square on the western edge of Belmont. The new BMC is a uniquely designed facility that offers a welcoming and convenient gathering space for the community--one large studio, a small storefront studio, two edit rooms, an open work area, and a conference room/classroom. BMC is building a community-based moving image archive; recently acquired a production van and is upgrading its internal HD editing system, and this fall will celebrate our tenth anniversary serving Belmont.

Position Summary

The *Government & News Producer* is a full-time staff position reporting directly to the Executive Director.

The *Government & News Producer* is BMC's primary producer, director, and editor of remote TV coverage of all government meetings, news & public affairs, and election-related programming.

The position is a key contact with Town Administrator & Board of Selectmen in planning and fulfilling requests for live and recorded TV coverage.

The Producer works closely with the Programming Director in recruiting, training, and coordinating crew-members. The Producer also works with the Technical Director to maintain and coordinate equipment & facilities at all meeting & event venues.

The Government & News Producer will, as needed, share production & editing duties with the Sports/Education Producer on a variety of remote & studio multi-camera TV productions & live coverage.

The Producer will also help oversee in-studio productions on weekends and during extended operating hours; and will assist the Technical Director in teaching and one-on-one classes for members in multi-camera studio & remote TV production.

The Government & News Producer produces in-house projects and other staff-produced programming, promos, and web training videos as needed.

The ideal candidate for this position will have vocational or college-based background & training in all phases of television and film production.

Main Job Tasks and Responsibilities

- Schedule, plan & coordinate BMC's TV coverage of public meetings of local government entities, board and committees under the supervision of the Executive Director.
 - Oversees & trains crew volunteers on-site with assistance from BMC staff.
- Produce school events, meetings, and presentations, and special government or community event coverage under the direction of ED / Programming Director or other BMC staff.
 - Coordinate & schedule remote video equipment used by producers, groups and local government.
- Produce, direct, write and/or edit programming in conjunction/partnership with local non-profits, town committees, or other local groups.
- At the direction of E.D., staffs the facility on weekends and extended operating hours, when needed.

Education and Experience

- Undergraduate degree in TV/Film, Mass Communication is desirable, but not required
- Advanced experience with remote TV/video production & editing is required
- Demonstrated skills operating Tri-Caster, Broadcast Pix or related equipment
- Experience in TV coverage of public events is a plus

Key Competencies

- Solid technical understanding of video production equipment & work flow
- Ability to work as a team member on a small staff
- Ability to lead and train volunteer crew members
- Experience with Final Cut Pro / Adobe Premiere or other post-production software
- Good verbal and written communication skills
- Professional personal presentation
- Supervisory skills
- Organized and self-directed
- Reliability
- Must be able to lift 75 pounds
- Stress tolerance

- Salary range is \$32,000 - \$38,000 commensurate with experience.
- BMC offers a group health & dental insurance plan, an employee funded 403b Plan, vacation, plus sick days, personal time, professional development and on-the-job training assistance and support.

Please forward letter of application and résumé to:

Jeffrey Hansell, Executive Director
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