

Unofficial Notes on Wed, Feb 25, 2015 MCCI Meeting

Mike L, Mik and Dean met at the station at 11:00 to talk about progress in obtaining a new Assistant Station Manager. Dean reported that he was in talks with Cindy about how she could fill parts of the new role. Mike and Mik reminded Dean that this new position required more technical capabilities than Cindy possessed, and that Cindy was still mending from her illness and injury and would not be back up to speed in time for our needs, though we do love her and are looking for how she can fit in at the station in the new paradigm.

As a reminder, this new Assistant Station Manager was born out of a lower position created to handle the influx of video shoots we are now receiving. Ethan and a few other camera people are being paid to go out and shoot video of local events, and we need someone to edit them down (simple cut edit with titles) and inject into the playback system, as well as program the rack when Dean is busy, and create PSAs.

In conversation at last month's mini-meeting, Mike, Mik and Dean realized that due to Dean's need to be out-of-office frequently, the station is left closed and the public is confronted by a locked door. We need someone that can fill Dean's shoes while he's out on higher-end work, as well as deal with all the new content we'll be getting, especially once spring hits.

In order to not blow our budget, and not lessen the amount of cash available for video work, we decided to try \$12.50 per hour and a cap of 20 hours a week, at least initially.

We will have a short time-line on resume reception, and a one-week interview period, in order to get someone in ASAP, in time for spring to hit and productions to begin increasing.

As for Cindy's place at the station, we still need someone to write our quarterly reports cover letter, handle any promotional marketing materials (including the postcard mailer), and write a weekly column for the station's website, which will get printed in the Montague Reporter and sent via email and posted to Facebook and MontagueMA. Every week. Every week.

Dean was instructed to have his follow-up "check in" call with Cindy to let her know how the staffing has changed at the station and gauge her interest. He was also asked to write up the initial job description and email it around to the board for tweaking, which he has done. [*This has been included on page two of this document.*]

That's all I remember from the meeting.

Regards,

Mik

Seeking Assistant Station Manager for Montague Community Television, Turners Falls, MA

Small community public access TV station seeks qualified individual to fill new role as Assistant Station Manager.

Winning candidate will work a set schedule of 15 or more hours per week, at \$12.50 per hour.

Skills sought:

- o Experience with video production
- o Good communication, both in person and via phone
- o Good command of English for correspondence
- o Good technical skills for general computer use
- o Experience with video server management
- o Basic video editing

Duties:

- o Assist with the daily operation of small cable access station
- o Scheduling daily and weekly programming (Telvue)
- o Entering meta data
- o Downloading of programs from remote server
- o Creating graphic slides for PSA (Carousel)
- o Checking emails
- o Checking phone messages, and returning calls if necessary
- o Checking camera equipment in and out for community producers
- o Convert video files to a variety of formats (MP4, Quicktime, etc)
- o Upload files to Vimeo server
- o Burn DVD's for backups and community producers
- o Basic video editing (titles and cutting leader / footers)

Applications used:

- o MPEG Streamclip
- o Clip Wrap
- o Final Cut 7
- o Final Cut X
- o Open Office

Please send printed resumes with cover letter and references to MCTV, attn: Job Search, 34 2nd Street, Turners Falls, MA, 01376, before March 15th. Interviews will be held between March 21st and March 30th. Winning candidate must be prepared to start work on April 1st, 2015.

MCCI is an equal opportunity employer.