

## **Norfolk Cable Corporation Station Manager Job Posting**

The Board of Directors of the Norfolk Cable Corporation (NCC) is seeking applications for a full-time salaried Station Manager for Norfolk (MA) Cable TV (NCTV).

Norfolk is a suburban town in Norfolk County, Massachusetts with a population of about 10,000 inhabitants. It is abutted by Medfield, Walpole, Foxborough, Wrentham, Franklin and Millis. It has an Elementary School System and is a member of the King Philip Regional and Tri County Regional School Systems. Norfolk is predominantly a residential bedroom community with an MBTA Commuter Rail Station and no major highways.

NCTV is an active participant in the within the community with two studios. The main studio and office is in the central business area and the satellite studio is in the Freeman-Kennedy Elementary School. The town is serviced both by Comcast and Verizon.

### **Responsibilities**

- Manage all activities at both studios and offices.
- Oversee technical operations of NCTV's channels, two studio facilities, editing systems, and field equipment including routine maintenance and inventory
- Lead, support and oversee NCTV staff of 3 and interns to promote productivity, professional development and job satisfaction
- Prepare, propose and implement an annual budget under direction of NCC Board
- Monitor operating expenses to maximize cost-effective operations and purchasing procedures and implementing responsible fiscal processes
- Work with Board to plan capital improvements
- Work with Board to review and revise station policies
- Implement operational policies and procedures
- Increase awareness of NCTV among Norfolk residents and the opportunities for community involvement in the station and programming
- Establish and maintain a professional rapport with Norfolk town officials, representatives of civic organizations and community leaders
- Develop/implement a plan for NCTV growth and a greater presence in Norfolk
- Develop and foster the production of diverse and quality programming
- Increase local programming content
- Recruit and train volunteers and interns to cover local events and produce new shows
- Remain informed about trends, technical updates, other events and regulatory issues within the PEG access field in order to share knowledge, adopt best practices, and prepare NCTV for future trends in the industry
- Develop programs and increase programming content with the Freeman-Kennedy school utilizing the new station at the school
- Manage video servers and automation systems, including internet streaming and video on demand

- Teach production workshops to NCTV residents and interns
- Ensure efficient equipment check-out and return process, including immediate identification and resolution of technical issues
- Provide advice and support for subscriber productions
- Produce, shoot and/or edit programming and promotional materials for telecast
- Other responsibilities as determined by the NCC Board

#### Qualifications

- Must be an energetic, self-directed, engaging leader with a passion for NCTV's mission
- Bachelor's degree in a related field or a combination of education and experience in public access or PEG activities.
- At least 3 years of video production experience including proficiency with camera, lighting, editing and audio equipment/processes
- Excellent verbal and written communication skills, including public speaking
- Ability to conduct outreach and work with diverse groups, individuals, ideas and opinions
- Demonstrated strong organizational skills
- Interest/proficiency in computer networking
- Ability to work a flexible schedule (daytime, evening and some weekend hours required)
- Active Massachusetts driver's license is a requirement
- Ability to lift and carry up to 40 lbs of equipment
- Must have and maintain a positive Massachusetts CORI Report

#### Desired Qualifications

- Managerial experience a strong plus
- Familiarity with television news production
- Website experience

NCTV is an Equal Opportunity Employer and offers competitive benefits. The successful candidate will be tendered a salary commensurate with his/her experience.

Interested candidates must forward a resume, cover letter, current salary and salary requirements and 3 work-related references for positions held within the last 10 years to: [jobs@virtualnorfolk.org](mailto:jobs@virtualnorfolk.org). Applications must be received by October 28th.

All resumes and cover letters must be sent via email. However, should you wish to visit our main studio we are at 158 Main Street, Norfolk, Massachusetts. Or, you can visit us online at [norfolkcable.com](http://norfolkcable.com).