

Waltham Community Access Corporation is the public access cable station for the City of Waltham, MA.

We are seeking qualified candidates to consider for the position of Production Manager which is a full time employee reporting to the WCAC Executive Director.

Responsibilities:

- Provide production assistance and technical guidance to community producers and staff
- Taping city wide events and community meetings
- Coordinate multi camera shoots using the TriCaster.
- Responsible for the maintenance/upkeep of the WCAC production van.
- Monitor equipment usage and conditions, arrange for equipment repair when necessary.
- Maintain and update Final Cut Pro edit suites
- Assist in all studio and field set-ups to ensure equipment is working properly
- Additional responsibilities as needed by the Executive Director

Requirements:

- Full time position includes some nights and occasional weekend days, flexibility in your schedule is a must
- Experience working in the PEG Access Television
- Position requires a person who can handle a great deal of responsibility and who can work independently as well as be a team player
- A demonstrated ability to work with diverse groups of people and maintain a professional demeanor
- Expert knowledge of the Final Cut Pro Non-Linear Editing systems and its effects capabilities. (PhotoShop, LiveType, Motion, and After Effects)
- High organization skills, initiative, communication, and leadership qualities a must.
- Assist the News Director with weekly Newscast
- A valid Massachusetts drivers license is necessary
- Benefits include health insurance, and a 401K plan
- Salary commensurate with experience
- Candidates must live within a 50 mile radius of Waltham, MA

Education and/or Experience:

- At least 2 or more years of technical experience in Broadcasting/PEG Media industry

- Bachelor's degree or equivalent work experience

Please forward your cover letter and resume to:

Maria Sheehan
Executive Director
WCAC
400 Main Street
Waltham, MA 02452
maria@wcac.org

Waltham Community Access Corporation is a private, nonprofit 501(c)(3) corporation. Please visit our website at www.wcac.org

Waltham Community Access Corporation is an equal opportunity employer committed to work force diversity.