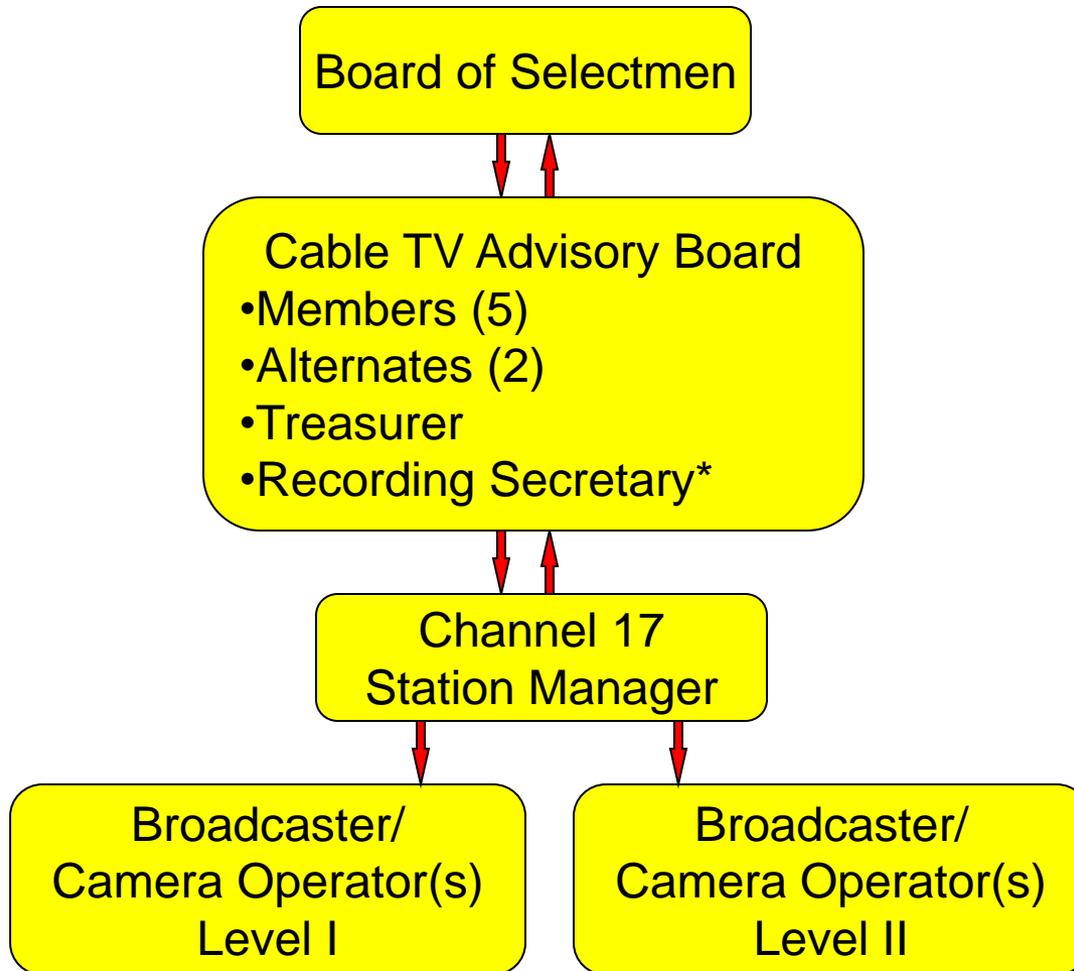


# *Town of Sandown Cable TV Operations Reorganization for 2011*



\*Recording Secretary may or may not be member of the C.A.B.

# Town of Sandown

## Cable TV Operations Reorganization for 2011

### Channel 17 Station Manager

- Oversee Channel 17 Technical Operations
  - Prepare program replay schedule, based on feedback from **Selectmen, CAB,** and community
  - Address Broadcast issues with station equipment and/or Comcast
  - Maintain Channel 17 Community Bulletin Board
  - Review and obtain programming to supplement Channel 17 Schedule
  - Update Channel 17 schedule on a weekly basis
- Producer of “special” Administrative Programs
  - Deliberative Session, Candidates’ Night
  - Special Requests from Dept. Heads
- Oversees broadcast and replay of town government / committee meetings
- Attends Town of Sandown Department Head Meetings
- Review and recommend equipment purchases to **CAB**
- Provide Audiovisual Technical Training / Support to **Broadcasters, CAB Members, Volunteers,** and Town Personnel as needed
- Delegate tasks to **Broadcasters, Volunteers,** and/or **Committee Members** as needed
- Perform add’l duties requested by selectmen and/or advisory board

(continued)

Supervise community members in their usage of Channel 17 facilities and equipment.

**Qualifications:** High School Diploma, 4+ years experience with television production and/or equivalent degree. Managerial experience, organizational skills, and people skills. Video editing, equipment installation, and broadcast equipment operation.

**Specific Skills:** Live television production, Video Editing with Adobe Premiere Pro, Extensive PowerPoint and PaintShop Pro / PhotoShop skills. Experience with social media tools and online video encoding a plus. Ability to train and instruct others, Good people skills in working with the community, Must be able to work independently and delegate tasks as needed.

**Physical Abilities:** Occasional lifting or moving of heavy equipment

# Town of Sandown

## Cable TV Operations Reorganization for 2011

### **Broadcast / Camera Operator Level I**

- Broadcast government meetings from Town Hall
- Demonstrate fluency with following equipment's basic functions:
  - Video Switcher
  - Camera Controller
  - DVD/HDD Recorder
  - Live broadcast cut-over / override
  - Live sound system in Town Hall
- Set-up and break down of microphones and additional equipment as needed
- Work well with committee members involved in broadcasts
- Receive phone calls to station
  - Usually to be notified of technical issues
    - Attempt resolution of technical issues or call for further assistance
- Perform add'l duties as required by station manager

### **Broadcast / Camera Operator Level II**

- Broadcast government meetings from Town Hall
- Demonstrate fluency with following equipment's basic functions:
  - Video Switcher
  - Camera Controller
  - DVD/HDD Recorder
- Program Editing
- DVD Creation and Finalizing
- Live broadcast cut-over / override
- Live sound system in Town Hall
- Videonics Text Titlemaker
- Patch Panel
- Ability to integrate computer feeds for broadcast of digital content (PowerPoint, Google Earth, Skype, etc)
  - Set-up and break down of microphones and additional equipment as needed
  - Work well with committee members involved in broadcasts
  - Receive phone calls to station in order to attempt resolution of technical issues or call for further assistance
- Check Voice Messages and Email, relay important information to Station Manager as needed
- Message Board:
  - Remove outdated information
  - Add new slides (requests generally via email)
- Check Mail
- Load new program DVD's for Playback
  - Church, GS outdoors, Cooking Shows, etc
- Perform add'l duties as required by station manager.

# Town of Sandown

## Cable TV Operations Reorganization for 2011

### Channel 17 / Cable Advisory Board Members

- Attend regularly scheduled CAB Meetings
- Offer suggestions and input to station operations
- Relay concerns to Station Manager
- Prepare agendas prior to meeting dates
- Be involved with Comcast / Cable Company franchise contract negotiations
- Responsible for presenting the budget to the budget committee and being responsible for the budget. Budget to prepared with input from Station Manager.

**Treasurer:** Sign off on purchases, time sheets, and oversee budget/spending

**Recording Secretary:** Attend all scheduled meetings, Post meeting agendas as required. Serve as primary contact for anyone "calling in late/absent"

### Additional Volunteer Opportunities

- Any tasks deemed non-essential, although valued enhancements to Channel 17's Programs and Facilities:

- Make your own TV show
- Videotape and/or photograph town events
- Photographing Channel 17 "in action"
- Creation of promotional / advertising materials
- Additional presence in office, cleaning of office
- Add content to Channel 17 Facebook and Twitter profiles
- Assist Station Manger with publicity and advertising projects.