

Town of Brunswick
Position Description
FLSA: Non-Exempt (Part-Time)

Position Title: TV Master Control Operator

Department: Information Technology/Cable TV3

Reports To: Cable TV Coordinator

GENERAL SUMMARY:

This is a part-time, year-round position with varying days and hours.

ESSENTIAL JOB FUNCTIONS:

- Operates all television equipment associated with Brunswick TV3 to record municipal meetings and functions as scheduled.
- Operates audio and presentation systems associated with the municipal meeting facility.
- Responsible for access to and security of the meeting facility before, during and after meetings.

SKILLS/EXPERIENCE/TRAINING REQUIRED:

- Excellent interpersonal skills, including verbal and nonverbal communication with others.
- A cable casting or broadcasting background desired, but not required.
- Functional computer skills, with the ability to acquire new technical skills.
- Ability to work a flexible schedule, which mainly includes late afternoons and evenings. While rare in occurrence; there is the possibility of occasional weekend recording of a meeting or event.
- An understanding or background in community television is desired, but not required.
- A Maine Driver's License in good standing.

SUPERVISORY RESPONSIBILITIES:

None

WORKING CONDITIONS/PHYSICAL DEMANDS:

Normal TV Station and Office Environments. Minimal physical effort required; normally seated with freedom of movement on a regular basis, operating TV equipment and/or general office machinery. Daily handling of light materials and supplies. Regularly operates camera equipment, both fixed and hand-held; a desktop computer, requiring hand-eye coordination and finger dexterity and frequently communicates in face-to-face situations. This can be a rapid-paced environment, often with competing demands and rigid deadlines.

All candidates for positions with the Town of Brunswick must successfully pass a background check, which includes criminal, financial (as applicable), driver history and reference checks.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

* External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.

Signature

Date