

## Job Post

**WCTV (Woodstock Community Television)** is looking for an Executive Director (Director)

Email cover letter and resume to [woodstockcommunitytv@gmail.com](mailto:woodstockcommunitytv@gmail.com) Attention: Charlie Rattigan)

The WCTV Director is responsible for the day-to-day operations of WCTV, WOODSTOCK COMMUNITY TELEVISION. WCTV is one of 24 public access stations in Vermont. It serves the communities of Woodstock, Reading, Pomfret, Taftsville, Hartland and Bridgewater.

Since its inception in 2001, WCTV has worked to share community news, events, and arts, weaving a rich tapestry of local VT culture. WCTV's services, including live streaming, on-demand content, and coverage of a wide range of community events, and contributes to transparency in local governance.

As a PEG\* Access television channel, WCTV is overseen by a volunteer board with day-to-day operations run by a television professional (WCTV Director) who oversees a part-time support person who manages its social media presence. WCTV serves its community by covering government and educational meetings; local sporting events; educational shows and entertainment programming. These locally produced programs are then shared on WCTV's cable channels (Comcast and VTEL) and on its website and YouTube channel.

\*Public, educational, and government access television

## Job Summary

**Job:** 32+ hours per week. Flexible Schedule. Some evenings and weekends as needed.

Compensation \$55,000-65,000 based upon experience

Benefits: Contributions to Medical

The Manager provides leadership, coordination, and production services to maintain WCTV's local production schedule of new programming and maintains, directs and manages the programming schedule of the cable channels (Comcast and VTEL). The position is supported by two part time employees. Specific training in station operations will be provided

## Channel Schedule

Schedule cable channel as needed

## Production

Produce and edit local programming, using Final Cut ProX adhering to WCTV look and guideline.

- Working with the part time production manager decide on production plan to cover local content. Work with several outside production people who cover various talks and events around the community
- Intake of outside editing projects, upload programs to WCTV YouTube channel, upload to WCTV 1081, and if content has wide appeal upload to Telvue Connect to VT Media Exchange.
- Archiving of locally produced programming
- Maintenance of Hypercaster Server and Telvue Media Exchange Platform

### **Municipal and School Meetings**

Most municipal meetings, school board meetings, and other government meetings are recorded on Zoom. Gather the recordings as they become available and distribute them to cable and to the WCTV YouTube Channel.

### **Social Media/Website**

Manage WCTV YouTube channel uploads and distribution. Provide metadata to YouTube channel uploads and good thumbnails.

Coordinates with Social Media Manager to oversee the website, Facebook & instagram accounts as well as the Telvue Infovue bulletin board.

Manage with SMM the Website to ensure it is operating correctly and current.

### **Promotion**

Generate a WCTV post on Listserv with YouTube links when we have commingled a large number of projects, (every 2 months or when appropriate) This generates renewed interest in WCTV

### **Financial/Admin**

Fundraising and Town Grant appeal in November of each year.

VAN Annual Report

VAN surveys and reports as needed

Reports to the WCTV Board of Directors

### **Qualifications**

Proficient in video and audio production

An understanding of a variety of Mac software applications including Final Cut Pro

Management experience and working in public access a plus

Good people skills

Relationship building with elected officials and other community members is essential.

Work with the WCTV board to imagine the future of WCTV