

Job Opening: Full-time Wolfeboro Community Television Executive Director Rev.0822

Wolfeboro Community Television (WCTV) Board of Directors seeks a full time Executive Director (Coordinator) for a non-profit (501C3) Public Access Television station serving the towns of Wolfeboro and New Durham, NH with three PEG channels, public, educational and government. The studio, offices and output equipment are located in Kingswood Regional High School, Wolfeboro, NH.

Responsibilities: direction of the stations daily operations; generation of and management of budgets; monthly reports to the Board; financial statements; maintain a close working relationship with Town and school officials, other non-profits, educational organizations and community groups; video and audio recording of school and town events and meetings and post production editing as necessary (some nights and weekends); assignment of staff and volunteers for recording and editing; training staff, volunteers and potential volunteers with regard to the latest video, audio and editing equipment and technics ; continually being cognizant of material for generation of program material that will be informative, entertaining or educational for the public; encourage town persons to generate their own program material and train them as necessary; represent WCTV at government and organization's meetings, compose and direct fund raising efforts; assist other non-profits with fund raising and advertising; generation of weekly program schedules for the three channels and programming equipment for the playing of the scheduled programs; keep the WCTV bulletin board up to date; taking appropriate program material generated by other PEG stations from the New Hampshire Alliance for Community Media (NHCCM) server as program material for WCTV; attending NHCCM meetings; attending national and regional meetings, workshops and conferences.

Qualifications: two years' experience as management or staff in a PEG organization or a related television field; management of a \$100,000 budget; Associate; BA or BS degree from an accredited college or university in communication, journalism or media arts; knowledge of information technology; computer literacy (PC and MAC); working knowledge of video editing programs, QuickBooks, social media, Power Point, Excel, Word, Dropbox; experience with operation of digital video and audio equipment; excellent communication and documentation skills via phone, written word or internet; experience with directing other employees.

The job description should not be construed to imply that these requirements are the exclusive standards for the position. The Executive Director will follow any other instructions and perform any other related duties to fulfill the mission of the organization.

Salary Range: commensurate with experience and qualifications but not to exceed \$50K yearly with the possibility of yearly bonus's based on performance.

