



Position Announcement

Operations Manager

Princeton Community Television is actively seeking applicants for the newly created position of Operations Manager. The successful candidates will perform the following duties and possess the following knowledge, skills, and abilities:

Essential Duties

- Work with the Executive Director to coordinate delivery of services for maximum community use and member productivity, including training, outreach, production and membership development. Provide technical assistance and consultation for studio and remote productions. Monitor member services and help move community producers towards self-sufficiency by providing a supportive training environment. Maintain a database of the organization's members and program producers.
- Work with the Executive Director to implement specialized training courses for local non-profit organizations. Assist in the development and implementation of digital media classes.
- Assist in the preparation of daily broadcast schedule. Assist in the development and maintenance of the station's website, including its online video archive, and other avenues outreach.

Characteristics

Maintain a positive work environment through active team participation with staff, producers and viewers, and a good attitude focused on quality customer service. Maintain professional decorum. Represent and reflect a strong commitment to the mission of the facility at all times. Work creatively and flexibly in a team environment, operating autonomously under minimal supervision, but accepting direction, supervision, and guidance when appropriate. Demonstrate and exercise sound judgment.

Desirable Skills/Abilities

Computer and Internet literacy at advanced level. Knowledge of Filemaker, Excel, Word Processing, Power Point, Final Cut Pro, Quicken, Photoshop, Illustrator, Quark, email databases, Dreamweaver, iWeb, HTML. Knowledge of video production.

Part-Time (25 hours per week, flexible hours), \$20 per hour.

EQUAL OPPORTUNITY EMPLOYER

Princeton Community TV does not discriminate on the basis of age, sex, sexual orientation, religion, national origin, marital status or disability status in its employment actions, decisions, policies and practices.

Send resume and cover letter to Walter Krieg, Secretary, Princeton Community Television at wjkrieg@gmail.com by July 31, 2009.