

Community Media Access Partnership (CMAP)
Media Operations and Technology Director
Full-time
Starting Salary: \$50,000 - \$55,000
Application Deadline to Apply: September 30, 2020

Job Description

Community Media Access Partnership (CMAP) seeks applicants for the position of Media Operations and Technology Director. Applicants must have high level technology and community media operations skills. The ideal candidate will have worked in a PEG access or community media center environment with responsibility for technology and operations. This is an exempt and salaried position that is responsible for department and organization operations and management.

The Media Operations and Technology Director reports to the CMAP Executive Director. Responsibilities include planning and overseeing the implementation and use of technology for multiple public, education, and government (PEG) access channels and on-line platforms for a regional community media collaborative. This person is also responsible for scheduling and overseeing all channels and playback across the regional collaborative, and must work with all CMAP departments to maintain an efficient, consistent and technically-sound workflow. He/she manages the Video Production Technician positions and assigns daily tasks required for specific daily operations. Responsibilities also include scheduling and staffing of government meeting coverage for a minimum of four small local governments, the coordination of which can be assigned to other operations staff members.

The Media Operations and Technology Director also functions as Chief Engineer and Installation Manager, and must be available for a standard weekday work schedule and on-call on evenings and weekends for trouble calls from direct reports and other technical issues.

Typical Duties may include, but are not limited to, the following:

- Operates computer equipment, maintains accurate records, and creates reports.
- Installs all low voltage equipment required for station operations as allowed by local law.
- Maintains and repairs all equipment in programming and production departments.
- Plans for all future technology purchases across the collaborative.
- Designs and maintains station wide workflows that maximize technology to achieve maximum efficiency.
- Plans, designs, oversees and maintains a web presence (using WordPress) across the collaborative.
- Oversees staff responsible for loading and operating equipment for encoding, playback, recording and dubbing of programs.
- Schedules Rovi X-List TV Guide.
- Operates meeting platforms such as Zoom, Web X, etc.
- Oversees all day-to-day playback operations across multiple channels.
- Oversees and maintains all cloud-based media for the purposes of media management.
- Operates and troubleshoots playback systems both in-person and remotely.
- Operates and troubleshoots video and television production equipment.
- Provides technical consultation at all government venues.
- Setup and Management of IT Equipment for CMAP Staff and Members
- Assists in media program education and training
- Manages video production staff

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities

- Operate standard office computers, software and online programs, including but not limited to Word, Excel, PowerPoint, Access, all Google suite tools, and use of databases.
- Ability to publish, manipulate, and manage content in WordPress.
- Knowledge of system design and low voltage wiring.
- Experience with network design and maintenance.
- Mac and PC design and maintenance experience.
- Operation of file-based server playback systems.
- Multiple location management experience.

Demonstrated Ability to:

- Operate media playback systems (both linear and digital) at an expert level.
- Train programming staff and interns.
- Produce adequate written training materials for the public, members, and staff.
- Work creatively and flexibly in a team environment, operating autonomously under minimal supervision, but accepting direction, coaching, supervision and guidance.
- Communicate effectively and regularly with internal and external partners.
- Put the needs of the organization above individual or departmental priorities and goals.
- Work independently and collaboratively in conjunction with a team of peers, superiors, board members and volunteers.
- Pay attention to details, and organize files and records.
- Show strong math, communication and spelling skills.

Additional Requirements:

- Must be available on call: early mornings, evenings and weekends.
- Must be punctual for scheduled work assignments.
- Must communicate well with staff and elected officials.
- Must have use of a personal vehicle for business-related travel within San Benito, Santa Clara, Santa Cruz, and Monterey Counties.

DESIRABLE QUALIFICATIONS

- Previous experience working for a public, education, or government access management entity or a community media center.
- Ability to communicate in Spanish.
- Knowledge of Adobe PhotoShop, Illustrator and various character generation platforms.
- Experience with Telvue Server systems
- Knowledge of Institutional Networks and fiber transport systems.
- Experience with Web Design / Wordpress
- Sense of humor, adaptability, strong entrepreneurial instinct, and ability to accept feedback.

HOW TO APPLY:

- Email résumé and cover letter (with salary requirements and at least three professional references) to jobs@cmap.tv, with “**Media Operations and Technology Director Application**” in the subject line. **No phone calls, please.**

CMAP is an equal opportunity employer and considers all applications without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.