

Lowell Telecommunications Corporation
Spanish/English Interpreter
Part Time Staff Position Description - July 2017

This Lowell Telecommunications Corporation (LTC) position is a part-time, hourly position. Under the direction of LTC's Executive Director, the Spanish Interpreter will provide Spanish language audio recordings of the weekly Lowell City Council meetings.

Lowell Telecommunications Corp. operates three channels on the Comcast cable system in Lowell and streams all three channels from its website, www.LTC.org.

LTC has a contract with the City of Lowell to provide 'gavel to gavel' coverage of the weekly City Council meetings, held on Tuesday evenings beginning at 6:30pm and running approximately 2 hours. The meetings are videotaped and aired live, and then rebroadcast throughout each week. The City Council meetings are very important for all residents to understand and stay current with the decisions being made that impact their lives, and that of their families. In an effort to include more residents in city government and council meetings and decisions, LTC, in partnership with the Working Cities Lowell Initiative, has received a grant to begin translating City Council meetings in Spanish and Khmer, languages of which many residents in Lowell speak as their first language. By offering the City Council meetings in Spanish and Khmer, LTC and the Working Cities Lowell Initiative hope to increase civic engagement in the City.

Interpretation Services

- * The Interpreter will watch the live broadcast or Internet stream of the English language, closed captioned weekly Lowell City Council meeting, listening with headphones. The Interpreter will record simultaneous Spanish interpretation into an audio recorder.
- * The Interpreter will send the digital file of the simultaneous interpretation to LTC via Dropbox or other file transfer procedure.
- * Interpreter will be paid an hourly rate commensurate with experience.
- * LTC will provide all production equipment and technical support.

Qualifications:

- *Substantial experience with simultaneous English to Spanish verbal interpretation. Legal interpretation certification preferred.
- * Strong attention to detail and organizational skills.
- * Ability to work on a strict deadline.

To apply, send a resume and cover letter to Wendy Blom, Executive Director, at wblom@LTC.org by August 1, 2017. No phone calls please.