

Lowell Telecommunications Corporation  
**Programming Coordinator**  
Job Posting – February 9, 2016

Lowell Telecommunications Corporation (LTC) is a non-profit community media center serving Lowell, MA, a diverse city of 125,000 people 30 miles northwest of Boston. LTC operates three channels on the Comcast cable system: one English-language public access channel, one global public access channel, and a government channel. The mission of LTC is to foster open access to information and communication technologies for the distribution of free ideas, community development, and personal empowerment.

This position is a full time, permanent position. Under the direction of LTC's Executive Director, the Programming Coordinator is responsible for acquiring, scheduling, and cablecasting programs on two public access channels in Lowell, and posting selected programs on the Web for on-demand viewing. Hours are usually 10:00am – 6:00pm with a Saturday shift every six weeks.

**Principal Duties:**

- Oversee the look of Channels 8 and 95. Channel 8 is the English-language public access channel and Channel 95 is the global access channel that serves Lowell's diverse communities. Schedule interstitial programs, promos, and public service announcements.
- Oversee the daily operation of the cablecast system. Schedule programs using the TelVue broadcast server. Supervise part-time staff and interns who assist with scheduling.
- Oversee the electronic bulletin board that runs on the channels between scheduled programs. Create pages and supervise staff and interns who assist.
- Maintain cablecasting equipment, including the satellite dish, and troubleshoot cablecast issues with TelVue tech support.
- Manage video program traffic between LTC and producers.
- Under the supervision of the Executive Director, acquire programs of interest to the community from other access stations, satellite, and the Web for cablecast.
- Maintain detailed programming records as required by the City of Lowell. Submit quarterly programming reports.

**Qualifications:**

- Associates Degree or higher in related field including video production, communications, computer technology, or broadcasting.
- At least one year of work experience in public access, commercial TV, or a community media center.
- Strong attention to detail and organizational skills.
- Ability to work with a diverse membership and collaborate on community media projects.
- Strong English verbal and written abilities. Spanish or Khmer language a plus.
- Experience working with a variety of digital media files and an understanding of the digital production workflow. Video editing experience with Adobe Premier.
- Commitment to free speech and community development through media technology.

LTC is an equal opportunity employer. Offering a competitive salary commensurate with experience and benefits. To apply, send a letter of interest and a resume to Wendy Blom, Executive Director, at [wblom@ltc.org](mailto:wblom@ltc.org) by March 1, 2016. No phone calls please.