

Lowell Telecommunications Corporation
Municipal / News Producer
Full Time Staff Position Description – January 2018

We are looking for an accomplished and creative video producer to create local news segments, cover City meetings and events, and produce programs in the field and studio. This Lowell Telecommunications Corporation (LTC) position is a full time, permanent position. Weekly evening hours are required, plus an occasional Saturday from 10am to 2pm.

Principal Duties:

1. Cover up to three evening meetings each week from City Hall using the robotic video system. Send the live signal to the channel and web stream, and record the coverage for later cablecast and archives.
2. Program the municipal channel using the Telvue server interface. Under the supervision of the Municipal Director, acquire programs of interest to the community from other access stations, satellite, and the Web for cablecast.
3. Produce and/or oversee the production of original municipal programming from concept to completion – by city departments, local governmental agencies and community organizations. Create public service announcements and bulletin board messages.
4. Contribute regular news segments to the weekly LTC News program.
5. Train LTC members, Municipal employees, and organizations on video production skills and assist with their productions as assigned.
6. Assist with the production of special programs, including live remote productions such as festivals and parades.

Qualifications:

1. Associates Degree or higher in related field including video production, communications, computer technology, journalism, or broadcasting.
2. Strong digital production and editing skills. Ability to produce TV shows creatively, efficiently, and in a timely manner. Multi-camera directing experience.
3. Strong attention to detail and organizational skills. Strong verbal and written abilities.
4. Ability to work with a diverse membership and collaborate on media projects.
6. Commitment to free speech and community development through media technology.
7. Ability to lift and move 50lbs. of video equipment.

Minority and multi-lingual candidates are encouraged to apply. 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. No phone calls please.