Job Description: Staff Videographer

Working under and reporting to BCATV's Operations/Production Coordinator, Staff Videographers are responsible for capturing events in the community and bringing them to BCATV's viewers via our distribution methods such as cable and online video on demand. The Staff Videographer position is a part time, irregular position where the work schedule and frequency is dictated by each week's events and workload.

The ideal candidate will have experience in video production and digital asset management along with strong organization and planning skills. The ability to multitask and work successfully in an environment requiring both individual and teamwork will also be instrumental in the candidate's success in the position. Frequent evening, holiday and weekend work will be required for this and all jobs at BCA-TV.

All BCATV staff are expected to represent BCATV professionally at all times and assist in promoting BCATV's philosophy for access training and delivery through outreach, education, and quality customer service. Staff Videographers shall report directly to the Executive Director with additional supervision by the Production/Program Coordinator(s).

Primary Job Responsibilities of the Staff Videographers:

1. Provide reliable videography services at community events and assist with the creation of original community programming spotlighting community events and initiatives in Brockton.

2. Edit content to fit into existing BCATV programs and platforms.

3. Provide professional, reliable coverage of municipal meetings.

4. Provide thorough and reliable assistance to BCATV members and Brockton community.

5. Assist with media duplication and distribution to BCATV members & Brockton community.

6. Assist in the provision of production training to BCATV members.

7. Assist in ensuring that all studio & field equipment remains cleaned, serviced, and well maintained.

8. Assist and mentor BCATV interns.

9. Assist BCATV staff and management with other miscellaneous tasks as they arise.