

Carrie Ribeiro, SPHR
Director, Human Resources



Town of Ludlow
488 Chapin St., Ludlow, MA 01056
(413) 583-5600, x1239
HR@ludlow.ma.us

**** EXTERNAL POSTING ****

| | | | |
|-------------|--|-----------------|---|
| Title: | Production/Studio Assistant, Part Time | Classification: | 19 Hrs/Wk, Non-benefited |
| Department: | Ludlow Community TV | Grade: TV-1 | Salary: \$16.2365-19.3647 /Hr.; Eff. 7/1/21 |
| Reports to: | Manager, Ludlow Community TV | Effective Date: | July 12, 2021 |

GENERAL SUMMARY

Under the direction of Ludlow Community TV Manager, the Part-time Production/Studio Assistant is responsible for filming various Town of Ludlow municipal meetings and other town/school events for broadcast on LCTV; occasionally assisting with studio productions and other office/studio related tasks as required. Candidates must be able to work up to 19 hours per week mainly Monday - Friday afternoons and evenings; however, days may vary. Candidate must be able to work Tuesday afternoon and/or evening. Also, an occasional weekend may be required.

KEY RESPONSIBILITIES

- Filming various Town of Ludlow municipal meetings and other Town events for broadcast on LCTV; occasionally assisting with studio productions and other office/studio related tasks.
- Set up and break down audio/visual equipment for filming meetings and other remote productions. Some basic troubleshooting skills are desired. Employee should have knowledge of both Windows and Mac operating systems. Experience with Final Cut Pro X is desired.
- Operates television equipment, computers, camcorders, laptops, cellular phones, audio mixers, and other standard production equipment.
- Performs related work as required or directed by the LCTV Manager or his/her designee.

MINIMUM QUALIFICATIONS

- High school diploma or equivalent. A college degree in communications, media production, or a related field is preferred. Experience in public/government access television is desired.
- Experience or working knowledge in TV/video production, equipment techniques and best practices is preferred; must be able to work independently; possess basic computer skills;
- Must be able to make quick decisions while under the pressure of live television broadcasts.
- Ability to interact positively and effectively with town officials, school administration, and community members.
- Possess excellent verbal and written communication skills, as well as strong organization skills.
- Ability to work independently and multi-task is important.
- A Valid driver's license with reliable transportation is required; Subject to CORI check.
- Able to lift and carry video equipment weighing up to 40 pounds.

SUBMISSION DEADLINE

Interested candidates should submit a **resume, cover letter and completed Town of Ludlow Employment Application** available at www.ludlowma.us:81/HR/ by **Monday, July 26, 2021**, via email to HR@ludlow.ma.us. **No application submissions will be accepted if incomplete or received after the deadline.** Qualified applicants will be called for an interview. Once the position has been filled, all applicants will be notified. Applications are not held on file.