



Framingham Education Channel  
Home of the 2018 Emmy Award Winning *Flyer News*  
Live Stream: [www.framingham.k12.ma.us/FECtv](http://www.framingham.k12.ma.us/FECtv)  
Cable Channels: Comcast 8 • RCN 15 • Verizon 41



ACCESS FRAMINGHAM  
—CONNECTING YOUR COMMUNITY—

## Educational Television Station Manager

Starting May/June 2024

### SUMMARY

Access Framingham seeks a dynamic and creative **Educational Television Station Manager** to oversee the Framingham Education Channel (FECtv). This management position is key to fostering student involvement in community access media programming. The Educational Television Station Manager is responsible for all daily operations of the education channel and ensures the successful execution of the requirements listed in the agreement between Framingham Public Access and Framingham Public Schools. This is a full-time, non-exempt position with periodic evening and weekend hours.

### DUTIES

#### ADMINISTRATION

- Serve as the first point of contact with the school department for all contractual and non-contractual services
- Responsible for all the equipment /inventory of FECtv including equipment in the Studio, Master Control, and the EFP equipment in storage
- Manage additional FECtv staff and interns

#### OPERATIONS

- Schedule and maintain the station content for 24-7 broadcast and live-stream
- Ensure proper archiving, metadata, and file management
- Maintain a searchable online archive of video content
- Chief Engineer, maintains the Studio & Master Control for rules and regulations compliance and proper technical operation,
- Performs routine and emergency maintenance as needed
- Engineer in Charge of student-produced newscasts Flyer News
- Technology planning including repair and 3-year capital and vision

#### PRODUCTION

- Executive Producer on FECtv productions, responsible as the client contact and the overall program production, which includes site Engineer in Charge (EIC) and Director/Producer on FECtv sports, civic affairs, studio, and musical type multicam productions
- Work with the Framingham Public Schools to develop, record, edit, and produce any additional content requested by the district

- Responsible for creating brand promotions as needed to promote the station and programs we produce or air
- Shoot, edit, and direct for multicamera studio and field productions
- Work with Access Framingham on the use of resources (ex. mobile truck) for offsite multicamera production

## **EDUCATION**

- Coordinate with the FPS Community Resource Developer to lead weekly middle school video clubs
- Mentor TV Students at the High School
- Operate a 30-day summer TV camp where TV Pre-Production, Production, and Post Production are taught
- Work with the Access Framingham team and FPS to develop a learning pipeline from middle school to high school to Access Framingham

## **JOB REQUIREMENTS and DESIRED QUALIFICATIONS**

- 3 years of management experience
- 5 years of Television Production experience including
  - Video production (DSLR field, single camera ENG, multicamera)
  - Post-production
  - Video engineering and troubleshooting
  - Broadcast/studio production
  - Television Studio and multicamera production
- Exceptional customer service skills in person, in writing, and on the phone
- Competency in time and project management.
- Strong written and verbal communication skills
- Self-motivated, creative thinker with a positive attitude
- Ability to work independently and within a team environment sharing the work and the rewards
- Genuine interest in and enthusiasm for the transformative power of youth media
- Adobe Creative Suite, Telvue, Broadcast Pix, Canva, Google Workspace
- Multilingual a plus (Portuguese/Spanish)

## **Physical Requirements**

- Requires a valid Massachusetts driver's license and use of your vehicle
- Work is primarily performed in a typical interior/office work environment
- Work involves looking at computer monitors for significant periods
- Work will require off-site video productions including set up and break down
- Must be able to lift and move 40 lbs when needed

**Salary Range** \$55,000 - \$60,000+

**To Apply:** Send a cover letter of interest with a resume, and sample work or demo reel (*must demonstrate the requirements above*) with the subject line: **Education Access Manager** to [jdaniels@accessfram.tv](mailto:jdaniels@accessfram.tv)

Applications will be reviewed on an ongoing basis. Eligible candidates will be contacted.  
Please do not call. Thank you.

*Access Framingham invites candidates from underrepresented and marginalized communities to apply for this position. AFTV is committed to offering equal opportunities to all potential employees and has zero tolerance for discrimination. We welcome applicants irrespective of age, sex, race, ethnicity, disability, and other factors that have no bearing on an individual's ability to perform their job.*