



4 Vernon Street  
Framingham, MA 01701  
[www.accessfram.tv](http://www.accessfram.tv)

## **Production Manager**

Posting Date: 9/5/22

Closing Date: 9/26/22

*Access Framingham's mission is to engage, serve and enrich the community by developing programming by and for the people of Framingham, providing educational opportunities, and facilitating the exchange of ideas and information through traditional and new media.*

The **Production Manager** will oversee the overall AFTV production pipeline from conception to completion. This is an opportunity to literally run the show at a great media center in the dynamic community of Framingham.

If you are a team player with experience in all areas of video production / content creation this would be the right fit. We are seeking a creative, organized, skilled individual with vision. The position requires the ability to manage multiple projects while working within budgets and deadlines. If local media and engaging with the community motivates you, this is where you belong.

The **Production Manager** is a full-time, non-exempt, career position with generous health and dental benefits as well as a retirement savings plan with matching contributions. This position is based out of the AFTV state-of-the-art TV studio in Framingham. producing events where and when they happen, which includes some nights and weekends with flexible scheduling.

**Salary:** \$50,000 - 60,000 commensurate with experience. A \$500 sign-on bonus will be paid after 90 consecutive days of employment.

**To apply:** Applications will be accepted until the 9/26/22. Please email [jdaniels@accessfram.tv](mailto:jdaniels@accessfram.tv) with a cover letter and resume.

### **Duties:**

- Schedule, organize and monitor AFTV production / post production projects
- Produce high quality mission driven programming
- Research people, places, and events in the city and how they can relate to content and potential programming. Coordinate on-site productions
- Supervise and mentor a pool of freelance videographers
- Manage multiple concurrent projects utilizing staff, members and interns
- Assist with member and community productions
- Develop and implementing training programs and conduct workshops

- Use and maintain AFTV professional equipment and stay current on industry trends to ensure a forward thinking operation
- Ensure that all work complies with company policies, cable franchise agreements, state guidelines, federal regulations and quality standards
- Perform other related duties as required, directed, or as the situation dictate

**Job Requirements and Desired Qualifications:**

- 3+ years video/TV production experience; a Bachelor's Degree or certification(s)
- 2+ years supervisory or management experience
- Strong written and verbal communications skills and overall good people skills (Portuguese or Spanish a plus)
- Expert with media production software such as Final Cut Pro and Adobe Creative Cloud and ability to learn more specialized techniques and programs
- Demonstrable track record of creating high quality, innovative work
- Genuine interest in and enthusiasm for the Framingham community with a commitment to using media to empower underserved voices
- Valid driver's license and willingness to safely drive a company production truck
- Ability to individually lift, carry, and move equipment and/or props of up to fifty-pounds

*Access Framingham invites candidates of under represented 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 respective of age, sex, race, ethnicity, disability and other factors that have no bearing on an individual's ability to perform their job.*