

## Somerville Community Access Television



90 Union Square  
Somerville, MA 02143  
617-628-8826  
<http://access-scat.org>

### JOB POSTING

August 7, 2008

**YOUTH MEDIA & MEMBERSHIP COORDINATOR:** 40 hours/week

Next Generation Producers (NGP) is SCAT's teen media program. The Coordinator will design and evaluate NGP curriculum, inspire and teach the teens, and supervise assistant instructors. Membership duties include overseeing the membership database, developing outreach activities for new members, and member communications. This position also maintains office supplies inventory, produces SCAT TV programming, and performs administrative duties as needed.

The coordinator is an experienced media instructor/producer and youth educator who is passionate about working with urban teens on documentary, music video, and informational video projects. The Coordinator is committed to utilizing youth media for creative expression, career and leadership development, and positive social change. Video production experience in the studio and field are required; database experience is a plus.

### QUALIFICATIONS

The successful candidate will have a college degree, experience working with urban teens, an understanding of youth development, excellent communications and group facilitation skills, substantial digital video and studio production experience. He/She will be comfortable working with a diverse membership and will be a community media advocate. Database and administrative skills are a plus.

### DUTIES AND RESPONSIBILITIES

#### YOUTH MEDIA

- NGP program design and instruction
- Write curriculum and syllabi aligned with program objectives
- Seek community collaborations for participant recruitment
- Coordinate project screenings
- Maintain NGP web page on the SCAT site and post completed video projects
- Supervise assistant instructors and peer mentors
- Research grant opportunities to support NGP programs

#### MEMBERSHIP & DATABASES

- Process memberships, maintaining accurate records
- Oversee membership renewals
- Ensure that mailing lists are maintained
- Coordinate member events and volunteer opportunities to promote active participation in SCAT
- Assist with distribution of press releases, newsletters and flyers

#### OTHER PRODUCTION/TRAINING

- Produce community oriented programming for cablecast as assigned.
- Assist members with pre-production, production and post-production needs.
- Conduct occasional training classes for members

## OFFICE MANAGEMENT

- Maintain inventory of office supplies

## ON CALL DUTIES - 2 half days/week, 1 Saturday/month

- Answer phones, serve as receptionist
- Oversee equipment and facilities reservations, pick-ups and returns
- Tell newcomers about SCAT. Signs up new members
- Sign up members for classes
- Make dubs upon request, sells tapes, books, t-shirts, etc.
- Keep the facilities clean and neat
- Answer members' technical and procedural questions
- Troubleshoot technical problems and routes broken equipment to technicians

## GENERAL

- Attend staff meetings and special events
- Other tasks as directed

This position is full time with benefits. Some evening and weekend hours are required. Salary is commensurate with experience. Multilingual and minority candidates are encouraged to apply. SCAT is an equal opportunity employer.

To apply, send a cover letter and resume by September 5 to [director@access-scat.org](mailto:director@access-scat.org) or Director, SCAT, 90 Union Square, Somerville, MA 02143. No phone calls please.