



TOWN OF STOW  
380 Great Road  
Stow, MA 01775

**TOWN OF STOW**  
**Part Time Technical Assistant**  
**StowTV**

Stow TV is seeking part time filming/editing help. Position is responsible for assisting the Director with technical and production tasks to carry out the operation of the Stow TV station. Duties include filming events and editing videos. Previous video experience is preferred but not required. Must be 16 or older.

Part time hours are 8-20 per week on an as-needed flexible basis. Hours may include evenings and weekends.

Salary is \$18.76/hr.

Applications are available on our website under the Human Resources Department. Full job description below. To apply, email resume/application to [careers@stow-ma.gov](mailto:careers@stow-ma.gov) or mail resume/application to Assistant Town Administrator at 380 Great Rd. Stow, MA 01775  
AA/EOE

## **STOW TV TECHNICAL ASSISTANT**

### **DEFINITION**

Position is responsible for assisting the Director with technical and production tasks to carry out the operation of the Stow TV station.

### **ESSENTIAL FUNCTIONS**

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

- Edits and creates and videos;
- Operates video production equipment during live production, can include graphics, sound board and video switchers;
- Produces videos of Town events;
- Assists with posting selected videos onto Stow-TV YouTube Channel;
- Ensure proper working condition and organization of video equipment;
- Makes recommendations for purchases to improve the quality of Stow-TV productions;
- Schedules recorded meeting for re-broadcast on Local Cable Channels;
- Ensures meeting rooms are prepared for recording, including ensuring working microphones and video equipment is present and laptop and computer functionality;
- Archives recorded meetings;
- Performs creative and technical video editing;
- Performs other related job duties as necessary.

### **SUPERVISION RECEIVED**

Under general supervision. The employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee refers unusual situations to the supervisor for advice and further instructions.

### **JUDGMENT**

The work involves numerous standardized practices, procedures, or general instructions that govern the work and, in some cases, may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.

### **NATURE AND PURPOSE OF CONTACTS**

Relationships are primarily with co-workers incidental to the purpose of the work and involve giving and receiving factual information about the work. Ordinary courtesy and tact are required. Contacts with the public may be required on an occasional basis.

## **KNOWLEDGE, ABILITY, AND SKILLS**

**Knowledge:** Knowledge of audio-visual broadcasting, including knowledge of robotic camera systems, signal flow, live broadcasting, servers, codecs and live mixing. Knowledge of video editing programs, such as Adobe Creative Suite or Davinci Resolve. Knowledge of the functioning and operation of audio video equipment and systems. Knowledge of PEG (public education and government) rules and regulations and other relevant federal, state and local laws, rules and regulations.

**Abilities:** Ability to use with proficiency Microsoft office or other word processing programs and relevant computer programs. Ability to use video editing software. Ability to manage and employees effectively. Ability to communicate effectively both orally and in writing. Ability to maintain good public relations and effective collaborative working relationships with Town departments, department heads, fellow employees, officials and the general public. Ability to meet deadlines. Ability to work independently and exercise independent judgment. Ability to direct local and remote productions.

**Skills:** Proven interpersonal skills, customer service skills and problem resolution skills. Must possess organizational skills and be detail orientated.

## **WORK ENVIRONMENT**

The work is performed in an office and studio environment. Work may be conducted at various locations throughout the Town.

## **PHYSICAL, MOTOR, AND VISUAL SKILLS**

### **Physical Skills**

The work involves physical skills typical of an office environment, including sitting, standing, walking and stooping. Required to lift and transport objects and equipment weighing up to 30 pounds.

### **Motor Skills**

The work may require motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

### **Visual Skills**

Visual demands require routinely reading documents for general understanding and analytical purposes. Frequent computer use and frequent viewing of a computer or television screen.