

Position Available

The Town of Acton is seeking applicants for the part-time position of Studio Manager of the Acton Public Access Television. Interested parties are encouraged to contact the Acton Board of Selectmen office by 02/15/10. P.O. Box 540, Acton Maine 04001 – 636-3839, extension 408. The Town of Acton is an Equal Opportunity Employer.

Seeking a Studio Manager
Acton Public Access Television (APAT)
Acton, ME

Acton Public Access Television – a public, educational, and governmental access media center – is seeking a skilled professional for the position of Studio Manager . APAT has served the Town of Acton for more than six months. The organization has strong community support and starting membership.

APAT operates its facility and has recently made significant investments in new technology to upgrade the playback, editing, and field equipment. The organization is poised to leap forward in its ability to provide PEG services.

Acton is situated in beautiful lakes region of southern Maine, 50 miles southwest of Portland. The area is served by Metrocast Cable.

APAT is evolving. This is an exciting opportunity for the right individual who has a passion for community media and experience in community building, organizational and resource development, fiscal administration and human resource management.

Starting salary is \$12,000. per year, payable bi-weekly. No benefits.

A complete job description and supplemental application questions are attached.

Your application package **MUST** include:

- Letter of interest/introduction
- Resume with work history
- Completed supplemental questionnaire
- List of at least 4 professional references

Only complete application packages will be accepted.

Application packages will be accepted by U.S. mail, fax, or e-mail:

APAT Executive Search
c/o Lorraine Yeaton, Search Coordinator
Town of Acton
35 H Road
Acton, Maine 04001
selectman@actonmaine.org
207-636-3839 voice 207-636-4526 fax

Applications must be RECEIVED no later than 5:00 PM, February 15, 2010

Questions – contact Lorraine Yeaton

APAT Studio Manager Application Questionnaire

APAT Studio Manager Application

Supplemental Questionnaire:

1. Please describe your experience, paid or volunteer, with community-based or independent media. Please include the type of media (radio, television, print) and your specific involvement.

2. Please share your management philosophy regarding subordinate staff. What kind of boss are you? How do you motivate your employees?

3. Please describe your experience and success at developing community partnerships. What was the nature of the project and how did you bring the groups together that were involved..

4. Describe your experience and success in the following. Write 'none' for those areas for which you do not direct experience
 - a. nonprofit fund-raising through individual or major donor programs;

 - b. grant-writing

APAT Studio Manager Application Questionnaire

- c. capital campaigns or budgeting process

 - d. securing event/ project sponsorship or in-kind support from local business
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5. Please share your views about staff / board responsibilities and roles in the nonprofit environment.

 6. Describe your expertise with multi-media or video production equipment and technology.

 7. Describe what you would do in your first 60 days as the Studio Manager of APAT.

 8. Describe how you would make the APAT Studio more appealing to public interest

APAT Studio Manager – Minimum job requirements

Associate Degree in Accounting, Business, or equivalent.

Experience as Executive Assistant or Office Manager

Proficiency with Windows, Microsoft Office, Mac, video production equipment and video editing software

Excellent Oral and Written skills

Ability to work with the APAT Director to manage APAT Studio

Ability to maintain positive communication with Town, School, and Public

Ability to manage budget, filing system, inventory, and service

Ability to maintain scheduled office hours

Ability to manage APAT CBB and APAT Programming Schedules

Ability to provide access and supervise APAT Members on proper use of APAT Studio facilities