



POSITION: MULTIMEDIA CONTENT PRODUCER

About The Community Media Center

The Community Media Center of Carroll County (CMC) is a non-profit community media access center serving Carroll County and the surrounding area. The mission of Community Media Center is to provide innovative digital technologies and content to inform, engage and connect the many voices and interests of our communities. Founded in 1989, the CMC is a nationally recognized Community Media Center focusing on access to media and technology and the creation of local content on cable and digital media platforms. The CMC offers an array of services including outreach, training, production facilitation, production/creative and digital distribution. Our primary objective is to increase the amount of local content by, for and about the Central Maryland region.

CMC is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. CMC makes hiring decisions based solely on qualifications, merit, and business needs.

OVERVIEW: This position live-streams, produces and readies media, including text, audio, video and still images on multiple platforms for emerging technologies such as wireless media, downloadable audio, video and audio-visual broadcasts. Must be at least 21 years old, have a valid driver's license and clear driving record. The position is designated as less than part time.

HOURLY RATE: \$15.00-\$16.00

STANDARD HOURS: Less than part time, on demand schedule to include evenings and weekends

BENEFITS: 401k, MD Sick & Safe Leave

INTERESTED APPLICANTS SUBMIT following via Email:

1. Cover letter, resume and hourly salary requirement to bshifflett@carrollmediacenter.org
2. The subject line of your email must read "Less than Part Time Media Production"

REQUIRED EDUCATION/EXPERIENCE:

Bachelor's degree or equivalent work experience in media production, broadcast, communications or related field; 1 or more years' employment/experience in television production, including familiarity with studio and field production equipment.

REQUIRED SKILLS AND ABILITIES:

- Professional communication and public relations skills
- Skilled with video/audio/computer systems, routine maintenance and basic troubleshooting
- Skilled in software programs, preferably DaVinci Resolve or Adobe Premiere
- Ability to take direction and instructions from management
- Ability to manage time and assignments with minimal supervision
- Skilled with video/audio/computer systems
- Ability to perform routine maintenance and basic troubleshooting
- Must be able to climb ladders, stand for long periods of time and be able to lift up to 75 pounds
- Age 21 or older
- Clear driving record and valid driver license

ESSENTIAL JOB FUNCTIONS:

- At the direction of Multi-Media Management
 - Setup and operate production equipment for all CMC events, studio and field productions
 - Perform quality control over live-streamed events, such as high school sports
 - Production of content on any and all of CMC's projects or productions
 - Participate in studio programs filling roles including but not limited to operating animated graphics, teleprompter, floor manager, and camera operator.
 - Cover municipal events, public meetings, assist with scripts web and television productions
 - Update graphics for current and previous content.
 - Maintain project records
 - Able to work a flexible work schedule including evenings and weekends
 - Perform all duties related to specific assignments as assigned by staff