



The Voice and Vision of Cambridge

Now Hiring!

Programming Coordinator

apply by June 24, 2019

Please send resume and cover letter to:

Susan Fleischmann

CCTV

438 Massachusetts Avenue, Cambridge, MA 02139

Email: info@cctvcambridge.org No phone calls please!

Salary range is \$42,000-45,000, commensurate with experience, and good benefits. **Cambridge Community Television** is the community media center serving the extraordinary city of Cambridge, Massachusetts. CCTV has high ambitions and we're seeking a talented staffer to join our team.

CCTV seeks an **energetic, ambitious, creative, detail-oriented** individual who is committed to **providing engaging alternative media to the Cambridge community**, and is **dedicated to working in a diverse, ever-changing environment** devoted to providing access to technology and the media for everyone. Duties include: scheduling programming on three community cable tv channels, curating online platforms such as a Youtube channel, managing all media traffic, including interacting with content providers, programming and overseeing operations of the digital playback system, and supervising a Programming Assistant and volunteers.

A strong applicant will have experience or familiarity with content management systems, database applications and social media. The position requires **great attention to detail, excellent organizational, technical, problem solving and people skills**. An interest in alternative media is helpful, as is knowledge of Cambridge. Experience supervising volunteers is a plus. Knowledge of and experience working in a community that is racially, ethnically and economically diverse is strongly preferred. Bilingual applicants strongly encouraged to apply.