

BMC Seeks Education & Outreach Coordinator



Belmont Media Center is a nonprofit 501(c)(3) corporation that manages the public-educational-government access TV channels and operations in Belmont, situated in the Boston metro area, next door to Cambridge, Watertown, and Arlington.

In 2009, led by a forward-thinking and proactive board, BMC moved from a one-room high school operation to a 3500-square-foot space in the small business and residential district of Waverley Square on the western edge of Belmont. This uniquely designed facility offers a welcoming and convenient gathering space for the community--one large HD studio, a small storefront TV & podcast studio, two edit rooms, a common area that hosts receptions & meetings, a conference room/classroom.

BMC is a growing media production/podcast/hyperlocal news community, with member shows, staff/volunteer programs, and remote live coverage of town/school meetings & community news and events. BMC developed the MassMedia Exchange and has been recognized by the NE Region of the Alliance for Community Media for programming and leadership.

BMC innovated video editing capability with the introduction of our own "Fast-Edit Network", which enables members to use their own laptops without any special software or hardware – to leverage the speed & bandwidth of an in-house server and edit with Adobe Creative Suite.

More recently, BMC designed and built a state-of-the-art digital media TV studio and editing suite within the library of the Chenery Public Middle School and is expanding and modernizing our podcasting facilities.

BMC is a proactive partner to many groups, town committees, teachers, school groups and teams as we constantly expand our offering for live, local TV coverage of events and meetings.

If you are a *personable and enthusiastic* person looking for new creative challenge in a supportive, small, and flexible work environment, then you may be a great candidate to apply for the job of **Education & Outreach Coordinator**.

The Coordinator is the main liaison with Belmont Public Schools & afterschool programs and plays a key role in creating engaging new workshops and classes in an evolving digital media landscape. The ideal candidate will support and guide novice producers and interested groups as they work their way through the production process in order to create media content for local and global distribution.

The Coordinator works in a team environment to help oversee the promotion & marketing of BMC activities, classes, and programs across many platforms. The Coordinator works closely with the E.D. in making public presentations and representing BMC to local government, schools, & groups.

The Coordinator also partners with the News Director to teach and guide citizen journalists in the creation of community-sourced news segments for our weekly hyper-local news program, "Belmont Journal".

For more information, see enclosed job description. Salary is competitive and commensurate with experience. BMC offers group health & dental insurance and a retirement plan.

Education & Outreach Coordinator

Full-Time | Tues – Friday / Saturday (Flexible Hours & Days)

Reports to Executive Director and works closely with all staff.

This position will work with the E.D. to support BMC's mission & goals pertaining to media & technology education, training, and community outreach. As an advocate for individuals and groups, the coordinator guides interested members through the production process by creating training & mentoring opportunities with appropriate staff and instructors; recruiting and matching volunteers with projects; and assists in the marketing and promotion of new programs and events.

Responsibilities:

- Acts as main liaison to Belmont Public Schools, after-school programs, & community education organizations in developing and leading classes and training programs for youth, adults, the elder community and special populations.
- Responsible for developing, proposing, planning and coordinating workshops, classes, events, and activities offered to BMC members and the public
 - Recruits and develops relationships with instructors and maintains database
 - Key contact with all instructors and students
 - Creates and coordinates promotion of classes at the direction of the E.D.
 - In coordination with staff and instructors, develops training curriculum and writes class descriptions.
- Partners with the News Director of our weekly hyper-local news program, "Belmont Journal" to train and guide citizen-journalists, videographers, and editors.
 - Coordinates the creation of weekly "community calendar" news segment and other segments as needed.
- Coordinates marketing and promotion of BMC activities, classes, programming, etc., under the direction of, and in partnership with the E.D., including:
 - Create and publish regular email newsletter
 - Create marketing & promotional materials
 - Publish posts and announcements to BMC websites, social media, newspapers and news sites and other platforms.

Desirable Experience, Skills and Competencies:

- Excellent interpersonal communication & public speaking skills, and experience working in group settings
- Undergraduate degree in TV/Film, Communications or related field
- Experience in non-profit membership services, project management, TV production/editing, and/or media education and training
- Knowledge & experience with non-linear editing and digital media software
- Knowledge and proficiency in use of social media & new media platforms
- Must be dependable, organized and flexible
- Positive and professional manner to interact warmly with staff and public to create a welcoming environment
- Experience working independently and as an effective member of a team

BMC Seeks Education & Outreach Coordinator



- Volunteer supervision or experience
- Ability to work with diverse groups and members of the public
- Self-starter requiring minimal supervision
- Ability to analyze situations accurately and recommend effective course of action
- Experience with all MS or Apple office applications

Please forward letter of application and résumé to:

Jeffrey Hansell
Executive Director
Belmont Media Center
9 Lexington St
Belmont, MA 02478
jeff@belmontmedia.org

Equal employment opportunity and having a diverse staff are fundamental principles of the Belmont Media Center where employment and promotional opportunities are based upon individual capabilities and qualifications without regard to race, color, religion, gender, pregnancy, sexual orientation, age, national origin, disability, gender identity, veteran status, or any other protected characteristic as established under law.