



CTSB EXECUTIVE DIRECTOR

CTSB, Community Television for the Southern Berkshires is seeking a full-time 40-hour per week Executive Director to oversee day-to-day operations of the Public-Education-Government (PEG) Cable Access Stations for the towns of Lenox, Lee, Stockbridge, Great Barrington and Sheffield. CTSB is a 501(c)(3) membership organization formed to promote community involvement in locally originated, non-commercial television and other media.

The Executive Director directs all station activities and personnel; manages the operation and maintenance of facilities and equipment for members; must have a strong understanding of studio operations, pre and post production; working with the CTSB Operations Manager, interfacing and maintaining a 10-location fiber network with Spectrum Cable and working with the Five-Town Cable Advisory Committee to insure compliance with each town's cable franchise. The Executive Director reports directly to the CTSB Board of Directors and is expected to represent the station at certain public events.

Requires equivalent of Bachelor's degree in Communications plus a minimum 3-5 years' experience with station and/or media network management. Must be willing to work nights and weekends to cover meetings and events.

CTSB is an EEO/AA employer and does not discriminate on the basis of race, color, national origin, sex, age, disability or any other basis protected by law.

Applications must be received by June 1, 2019. Job starting date Oct. 1, 2019. Please send a cover letter and resume mphilpott@ctsbtv.org. For a full job description go to: www.ctsbtv.org.

Executive Director Job Description

Administration

- Oversees day-to-day operations for the three Public Cable Access Channels for the towns of Lenox, Lee, Stockbridge, Great Barrington and Sheffield.
- Provides leadership in developing programs, organizational and financial plans in cooperation with the Board of Directors and staff, and carries out plans and policies authorized by the Board.
- Promotes community involvement in the production of locally originated, non-commercial TV and other media.
- Maintains official records and documents and ensure compliance with Federal, State and local regulations.
- Promotes active and broad participation by volunteers.
- Maintains working knowledge of significant developments in the TV industry.
- Creates and distributes any required reports, including Annual Report to the membership and quarterly reports to the Cable Advisory Committee.
- Oversees development and maintenance of website and social media.
- Oversees equipment purchase needs and the annual maintenance of equipment.
- Performs routine office duties- -bookkeeping, filing, correspondence, answering phone.

Budget and Finance

- Responsible for development and recommendation of annual budget.
- Responsible for operating within Board of Director approved budget.
- Responsible for working directly with accountant to prepare yearly financial audit.
- Responsible for communicating equipment needs to the Board.

Community Relations

- Develops and maintains relationships with area organizations, educational institutions, government agencies and community leaders.
- Conducts community outreach efforts to build partnerships with community-based groups.
- Develops and maintains an awareness of what the local audience wants to view by conducting periodic member surveys.
- Fosters good relations with all local, state and federal entities.
- Fosters good relations with local businesses to develop their willingness to support CTSB financially through fundraising events, underwriting support, etc.

Shared Staff Responsibilities as needed

- Responsible for checking equipment in/out.
- Oversees and enforces Board of Director approved By-laws and Policies and Procedures Manual for employees.
- Covers local meetings when volunteers are not available.
- Conducts production training courses for local citizens and community groups with particular emphasis on studio production, field production and editing for members.
- Familiar with Final Cut and other editing software.

Staff Relations

- Maintains an organizational culture that attracts, motivates and retains staff and volunteers.
- Responsible for recruitment, employment and release of all personnel, both paid and volunteer.
- Ensures that job descriptions are developed; performs yearly performance evaluations of all staff; enforces and follows Board of Director approved Personnel Policies and Procedures Manual.
- Encourages staff and volunteer development and education; assists staff in relating their work to achieving the mission of the organization.