

## North Suburban Access Corporation

### Municipal and Special Projects Coordinator

**Department:** Technical  
**FLSA Status:** Full-time, none-exempt  
**Reports to:** Executive Director  
**Supervises:** Municipal Producers

#### **SUMMARY**

This individual is responsible for managing municipal meeting coverage & part-time meeting producers, making sure meetings are scheduled, produced and all postproduction is complete, including publishing to the web streaming platform and made ready for playback on the channels by the Master Control Operator.

In addition, this person will work with the Executive Director and Department Heads on a variety of projects including researching, organizing, marketing, producing, social media, and coordination. This will include a variety of projects touching every aspect of our operation.

#### **PRIMARY RESPONSIBILITIES**

1. Coordinate and manage coverage of municipal meetings for our 9 member cities as well as our additional client cities and agencies.
  - a. Review city websites to confirm meeting dates and locations and check for changes or additions.
  - b. Coordinate with city staff about additional needs for meetings related to A/V coverage and meeting requirements.
  - c. Confirm use of live web streaming services and relay information to Tech Manager.
  - d. Coordinate training, dispatching, and managing municipal producers to cover municipal meetings.
  - e. Schedule and manage meeting operator deployment to best utilize our resources.
  - f. Compose and continually update training manuals and SOPs for all meeting sites.
  - g. Provide support to municipal producers if necessary and co-ordinate technical needs, both immediate and continuing.
  - h. Inform Technical Operations Manager if any equipment needs repair.
  - i. If needed, set up control rooms at municipal meeting sites in preparation for an evening meeting, including updating graphics, setting up and testing microphones and the live feed.
  - j. Produce municipal meetings as needed.
2. Coordinate Special and On-going Projects.
  - a. Work with Executive Director and Department Heads to assist and coordinate all facets of assigned projects.
  - b. Coordinate needs of the project with staff schedules.
  - c. Work with Executive Director and/or Department Heads to map out and detail scope and needs of projects and develop a timeline.

3. Assist with NineNorth programming development and staff productions.
  - a. Coordinate election coverage by organizing candidate Speak outs and other Signature programs as needed.
  - b. Assist on productions in a variety of crew positions as needed.
4. Perform routine office communication as well as assist in the development of communications to employees and to the community.
  - a. Take social media photos.
  - b. Provide social media content as requested by the Executive Director or Managers.
  - c. Work with staff to provide publicity of NineNorth productions and initiatives.
  - d. Work with member cities' staff to provide social media content.

## **JOB SPECIFICATIONS**

### **Education and Experience**

- Two- or four-year college degree in a communications field.
- Knowledge of and experience in community or municipal media plus.

### **Required Knowledge, Skills, and Abilities**

- Strong general office and organizational skills.
- Excellent interpersonal communication skills and relationship building skills to effectively work with a variety of people and personalities, including developing relationships with members, Board members, volunteers, independent contractors, and staff. Able to communicate clearly in person and in writing.
- Understand and display high levels of internal and external customer service.
- Work as an effective and proactive team-player; understand the importance of supporting members and associates.
- Experience with studio equipment, including cameras, microphones, audio boards, switcher consoles a plus.

## **PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB**

- Hear and speak in order to use telephone and communicate with people inside and outside the office.
- Sit at a desk for extended periods of time and perform long hours of work sitting at a computer.
- Physical ability to carry 40 lbs. of equipment upstairs.
- Apply manual dexterity and visual acuity.
- Physical ability to move around office area repeatedly throughout the day.

## **TOOLS AND EQUIPMENT USED**

- Must be able to use computers and standard office equipment.
- Can, or willing to learn use of studio and remote gear.