



Madison Public Education Government TV – Channel 3
Open Positions: Videographer and TV Program Scheduler

Summary:

Madison TV is looking for positive individuals interested in learning the process of videoing town meetings and events, processing/preparing the video for broadcast, and scheduling programs for broadcast on the Madison PEG TV channel. These are part time positions, and some will involve evening and weekend attendance. Except for on-site video of town meetings, tasks are time-flexible and some can be completed in a home setting. Madison TV staff will provide training and coaching.

**No Experience necessary for videography...however computer skills and creativity a plus.
Computer skills required for tv program scheduling.**

Requirements for Videographer:

The applicant will be responsible for attending and videoing meetings in the town of Madison, and events which are scheduled and assigned in advance of each month. The recorded video is then processed for broadcasting through a computer application. This task is completed at the Madison TV office located in Madison. Once sufficient video and production skills are demonstrated, the applicant can discuss creating some short videos for broadcasting about topics that would be of interest to Madison residents. An example would be to put together some information about the town of Madison and it's residents. The applicant can be creative and generate original work, perhaps from the school (ie., interviewing Madison Seniors about their interests and aspirations; or videoing a performance for Madison TV). We will consider program suggestions which highlight Madison students, residents and happenings in the town.

Requirements for TV Program Scheduler Assistant.

The applicant will be responsible for compiling the coming week's TV program schedule using a computer application; uploading edited videos to the internet cloud; and preparing non-town meeting program content for broadcasting to round out the channel 3, 24-hour, 7day per week offering.

Guarantee minimum 8 hours per month, up to a maximum of 20 hours/month.

Salary: \$15/hour to start

Start Date: Opening available now

The Madison PEG TV office and broadcasting station is located at the Maintenance Garage near the Madison town hall, 2031 Village Road. The applicant will need to provide own transportation. Travel time to and from the meeting/event location to be videoed is paid time. Work station availability for in home work can be provided.

Letter of interest and/or resume can be sent to:

Noreen Downs
Madison PEG TV Production Supervisor
P. O. Box 27
Madison, NH 03849

or email: noreen@com3svce.net

