

**Monroe Public Access Cable Television, Inc.**  
**Operations Assistant**

**Summary:**

Monroe Public Access Cable Television, Inc. (MPACT) is a non-profit organization created by The City of Monroe, The Monroe County Library System, The Monroe County Intermediate School District, Monroe County Community College and Monroe Public Schools to provide Public, Education, and Government access. MPACT is committed to providing multimedia resources and programming to provide a public forum for freedom of expression through unique and quality programming created by its members and using public access channels, radio, internet and other media.

As a small, non-profit organization, each employee is critically important to the team, adding value by assuming responsibility for diverse tasks and also contributing to MPACT's vision and mission. We seek a multi-talented individual who is interested in the dynamic and varied role of **operations assistant** with opportunity for growth and leadership.

**Responsibilities:**

- Assist the executive director in day-to-day administrative and technical duties of MPACT, including video and radio operations
- Stand in temporarily to perform the duties of the executive director in his/her absence after ample training and instruction
- Take the lead on all staff productions, including video productions and editing of City of Monroe contracted work. This includes assisting in government channel city council work sessions and regular meetings on the first and third Mondays of every month. This position works closely with the executive director and/or the communication department of the City of Monroe.
- Generate ideas for newsworthy projects in the community to add video and radio programming to our channel.
- Assist in managing persons employed to aid in the distribution, scheduling and logging of multimedia content created by volunteer members and non-profit organization members.
- Coordinate the scheduling and gather the needed information for each of the monthly board of directors meetings, along with the annual evening membership meeting in October.
- Provide a separation of duties regarding accounts payable and accounts receivable tasks to allow for oversight between the executive director and board treasurer.
- Oversee the organization's files and maintain the records needed for the annual audit, as well as communicate with the executive director and the contracted auditing firm to facilitate the necessary transfer of information to allow for a smooth and efficient annual audit.

**Qualifications:**

- Working knowledge of (or a proven willingness to learn) audio and video scheduling/automation software such as:
  - ENCO

- Cablecast
- Carousel
- Music Master is a plus but not required.
- Demonstrated proficiency with office work and software programs such as:
  - QuickBooks
  - Microsoft Office
  - Adobe Creative Suite, specifically Audition and Premiere Pro
- Must be able to lift 50 pounds and climb ladders.
- Must possess a willingness to learn and be proficient in all aspects of running a media center that utilizes state-of-the-art broadcast and computer/IT technologies.
- There is a critical need for the holder of this position to fully understand (or learn within a reasonable amount of time): 1) the legal requirements of operating a Federal Communication Commission-licensed FM broadcast radio station, and 2) basic broadcast engineering skills to electronically maintain both a radio and television facility.
- A bachelor's degree, or five years of experience in any or all of the duties is strongly preferred

**Schedule and Salary:**

We're looking for someone to start work immediately. A Monday - Friday, 35 hours per week schedule with some evenings and weekends is expected for the broadcast operations of the job position. On-call status is required, as the broadcast, cablecast, and streaming of services is 24/7 operation.

The salary for the Operations Assistant position is \$33,000 - \$38,000 depending on qualifications and experience.

Personal Time Off (PTO) is a minimum of 10 business days. There is some flexibility with personal schedules within the parameters of the production schedule. MPACT offers government holidays as paid days off.

**How to Apply:**

Please submit your resume and cover letter to Milward Beaudry, [mbeaudry@mpactstudio.org](mailto:mbeaudry@mpactstudio.org), by August 19, 2024.

*MPACT is committed to equal employment opportunities. We will not discriminate against employees or applicants for employment on any legally-recognized basis, including but not limited to: veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability, genetic information or any other protected class under federal, state, or local law.*