

## DUTIES OF THE SAUGERTIES LIGHTHOUSE TV23 PUBLIC ACCESS PROGRAM SPECIALIST

**40%**

### MANAGE VIDEOTAPING OF TOWN/VILLAGE BOARD MEETINGS.

- Coordinate to ensure 100% coverage of the Town/Village Board meetings, as requested by each municipality
- Strive to have all meetings being recorded livestreamed
- PUBLIC: Make meeting recordings available for viewing reasonably soon after each meeting
- SECURE ARCHIVE: Ensure a secure and comprehensive archive of all recorded meetings
- Set up a process for the Town and Village websites (as directed by each board) to allow citizens to quickly find and link to public recordings of their choosing

**30%**

### MANAGE TV23 PROGRAMMING.

- Manage incoming requests, ensuring technical and content standards are met.
- Manage the programming schedule.
- Document the schedule (currently posted on the TV23 website).

**10%**

### MANAGE THE TV23 BULLETIN BOARD.

- Ensure standards are met.
- Keep a broad contact list up-to-date so Saugerties organizations and other bulletin-board-item submitters are well represented.
- Daily handling of active/expired content.
- Reformat incoming images/content to fit the 800px x 600px format

**10%**

### GENERAL TASKS

- Attend/support monthly TV23 Committee meetings
- Be on call for special assignments as deemed necessary by the TV23 Committee
- Billing, vouchers, general accounting, ensuring subscriptions up to date
- Manage TV23 Facebook page and website

**10%**

### MANAGE THE TV23 EQUIPMENT AND USE OF THE EQUIPMENT AND STUDIO.

- Log/manage equipment and use of the studio
- Ensure equipment check-out/check-in is well managed/documented
- Manage the TV23 pool of tech contacts (TV23 committee tech members, contractors (e.g. Imperatives and Telvue))
  - Help support use of the studio/equipment
  - Assist with recovery from problems
  - Maintain day-to-day operations documentation (contacts, problem determination/debugging tips, etc.)