

## **Executive Director Job Description – Milton Access TV**

Milton Access Television (MATV) seeks a new Executive Director to lead our thriving community media center in Milton, MA. The Executive Director reports to the Board of Directors, which offers support and guidance. The Executive Director is responsible for the overall administration, operations and planning, as well as outreach within the community for MATV. MATV works closely with town departments and other local-nonprofits, relationships fostered by the Executive Director. MATV is a thriving community media center, and the ideal candidate should be ready to take on a variety of roles, from overseeing the staff and volunteers to seeking alternative ways of funding and marketing the stations' role in the community.

### ***Responsibilities include:***

#### **ADMINISTRATIVE**

- Develop annual budget (operating and capital)
- Monitor operating expenses to assure cost effective operations and purchasing procedures
- Work with the board of directors on fundraising initiatives to seek alternative sources of revenue
- Establish goals and objectives that align with the mission and report regularly on these accomplishments
- Interpret, implement and enforce policies and procedures that have been established by the Board of Directors
- Ensure MATV is compliant with all federal and state non-profit requirements, as well being compliant with the Town of Milton and any cable franchises
- Foster collaboration between the staff, volunteers, and community producers
- Provide updates on station updates, finances, and any industry information regularly to the board of directors.
- Develop long range planning for existing facilities, staffing, training and equipment

#### **PERSONNEL**

- Daily manage the staff and provide leadership
- Review job descriptions and staffing needs on a regular basis
- Establish and maintain procedures for evaluating staff on a continuing basis

#### **COMMUNITY OUTREACH**

- Serve as the primary public representative of the organization
- Attend community events on behalf of MATV to promote station and its offerings
- Become involved with other town nonprofits and organizations
- Develop programs and training offerings to reach members of the community

## **QUALIFICATIONS**

- College degree in Communications, Management, or related field
- Background in Community Media preferred
- Ability to effectively build and follow a budget
- Ability to manage staff
- Ability to communicate maintain relationships with public officials
- Strong organizational and communication skills
- Proficient in Microsoft Office
- A valid driver's license is required
- Knowledge of Milton is a plus
- Employment is contingent on passing a CORI background check
- Strong preference for candidates with experience shooting and editing professional quality video

## **Benefits**

- Company Health Plan
- Retirement plan
- Holiday, Vacation, and personal time off
- Salary to commensurate with experience

The Board of directors will begin its search immediately. Interested candidates should send a resume and cover letter to [mike@miltonacesstv.org](mailto:mike@miltonacesstv.org) by June 18<sup>th</sup> 2021