

Tri-City Cable (Ch. 10) TV Hiring Notice

PROGRAM DIRECTOR

The Tri-City Cable Commission is looking for a result oriented and multi-tasking Program Director who can coordinate all aspects of Tri-City Cable TV Channel 10. Channel 10 serves the local communities of Rockville, Cold Spring, Richmond and Wakefield Township.

What is Channel 10

Tri-City Cable (Channel 10) is the local public access television station for the communities of Richmond, Cold Spring, Rockville and Wakefield Township. Cable television is provided for these communities by Midcontinent Communications (MIDCO). Local broadcasts include, but are not limited to, city council meetings, Stearns County Commission meetings, sporting events, and local musical concerts. <http://www.tricitycable.org/CablecastPublicSite/?channel=1>

Job Details:

- Location: City of Cold Spring, MN
- Employment Status: Full Time

Minimum Qualifications:

- Experience/training with TV/live recording technology, emphasis on video and computer systems technology.
- Ability to find resources and schedule content such as local city council meetings, sporting events and other community focused programming.
- Self-motivated and have a positive attitude, with a creative vision for growth opportunities.
- Possess excellent presentation skills.
- Ability to communicate ideas clearly and concisely, orally and in writing.
- Detailed oriented with strong organizational skills.
- Must be result oriented, able to multi-task and to work under-pressure.
- Ability to use strategic thinking and innovative approaches in content creation.
- Ability to prioritize and manage multiple ongoing projects simultaneously, adapt to changing priorities and handle difficult situations.
- Excellent coordination skills and strong time management skills.
- Ability to take directions and work independently.
- Ability to establish and maintain effective working relationships with the Cable Commission Members and representatives of all community groups that provide content to the station.
- Adhere to all guidelines, policies and procedures of the station, the FCC and all other federal and local laws.

Preferred Qualifications: 2-yr Associates Degree or equivalent experience

Applications/Resumes can be submitted at the following location:

Cold Spring City Hall, 27 Red River Ave, Cold Spring, MN 56320

Kris Dockendorf, Cable Commission Treasurer: KDockendorf@coldspring.govoffice.com

All applications must be submitted no later than 12:00 noon on Friday, September 25, 2020 to ensure consideration.

Tri-City Cable TV is an equal opportunity employer.