**Administrative Assistant (Part-Time – 20 hrs per week)**

Sudbury Access Corporation (SudburyTV), 390 Lincoln Rd, Sudbury, MA 01776

SudburyTV's Administrative Assistant supports the Executive director in the day to day tasks of a Public Access Television Station including scheduling, programming, updating website and social media, and maintaining inventory and archives. This position reports directly to the Executive Director.

## Primary Responsibilities (including, but not limited to the following):

- Create Weekly Programming Schedules
- Maintain the Castus Programming Server
- Maintain Castus Video on Demand system
- Program Downloads/Upload to Castus/Enter Metadata
- Coordinate Contractor schedules
- Website Updates (CBB, Featured Programming, Board Meeting Date)
- Promote SudburyTV on Social Media (Facebook)
- Design Community Bulletin Board Slides
- Fulfill DVD Orders
- Maintain Equipment Inventory Spreadsheet
- Maintain Video Archives
- Other Duties as assigned by the ED

## Qualifications:

- Ability to learn and become proficient with industry specific Castus Broadcast Server platform in order to successfully perform key day to day tasks
- Microsoft Office proficiency required
- Proficiency of Mac operating system required
- Working knowledge of PC operating system a plus
- Familiarity with Google Drive and Calendar, as well as Dropbox
- Detail oriented with excellent organizational, communication, and time management skills
- Must be highly energetic, reliable, confident, and enjoy working with all members of the community
- Ability to lift and carry up to 40 pounds of equipment
- Must possess a valid driver's license and reliable transportation
- Candidate is required to pass a CORI background check