Programming Administrator
(Part-Time – 20 hrs. per week. Flexible hours - Remote, Hybrid, or In-person)
Sudbury Access Corporation (SudburyTV), 390 Lincoln Rd, Sudbury, MA 01776

SudburyTV's Programming Administrator is responsible for managing the broadcast schedule, Video on Demand content, and media archives of a small Public Access Television Station. This position is part-time hourly, reports directly to the Executive Director, and does not include benefits.

Primary Responsibilities (including, but not limited to the following):
- Create Weekly Programming Schedules
- Maintain the Castus Programming Server and VOD system
- Program Downloads/Upload to Castus, Enter Metadata, Index Meetings
- Maintain Video Archives, including digitizing various media formats, and cataloging them into file database, entering metadata, uploading to online storage site
- Design Community Bulletin Board Slides
- Website Updates (CBB, Featured Programming, Meeting Date)
- Promote SudburyTV on Social Media (Facebook)
- Fulfill Copy Orders as needed
- Other Duties as assigned by the ED
- Training will be provided for all responsibilities

The Ideal Candidate will be:
- Proficient with computers and databases, especially Microsoft Excel
- Able to learn and become proficient with industry-specific Castus Broadcast Server and Cloud VOD platforms in order to successfully perform essential day to day tasks
- Familiar with Google Drive and Calendar, Dropbox, and social media platforms
- Have experience in Public Access Television or related fields including communications, digital media, or computer technology preferred
- Detail oriented with excellent organizational, communication, and time management skills
- Able to lift and carry up to 40 pounds of equipment if necessary
- Candidate is required to pass a CORI background check

How to Apply:
- Please email cover letter and resume, including references, to jobs@sudburytv.org
- No Phone Calls Please