

BNN Charles J. Beard II Media Center Operating Hours

DAY	Community TV Production Hours	BNN <i>Live</i> Production Hours	BNN Timothy Smith Media Lab	Field Equipment/ Edit Scheduling	Membership	Playback Office DVD Pick-up Times	Administrative Office
Monday	2 - 9:30 pm	12 - 8:30 pm	3:30 – 9:30 pm	6 - 9 pm	11 am - 7 pm	12 – 5 pm	9 am – 5 pm
Tuesday	2 - 9:30 pm	12 - 8:30 pm	3:30 – 9:30 pm	CLOSED	10 am - 6 pm	12 – 5 pm	9 am – 5 pm
Wednesday	2 - 9:30 pm	12 - 8:30 pm	3:30 – 9:30 pm	6 - 9 pm	10 am - 6 pm	12 – 5 pm	9 am – 5 pm
Thursday	2 - 9:30 pm	12 - 8:30 pm	3:30 – 9:30 pm	CLOSED	11 am - 7 pm	12 – 5 pm	9 am – 5 pm
Friday	1 - 9 pm	CLOSED	3:30 – 9:30 pm	6 - 9 pm	9 am - 5 pm	12 – 5 pm	9 am – 5 pm
Saturday	9 am - 4 pm	CLOSED	10 am - 3 pm	CLOSED	CLOSED	CLOSED	CLOSED
Sunday	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED
NOTE:			<i>Support available during all lab open hours</i>	<i>Pre-scheduled edit sessions available during all facility open hours</i>		<i>Drop off DVDs during all facility open hours</i>	

FOR MORE INFO ABOUT:	CONTACT:				
			Office	Fax	
Membership, Services, Training, Internships	Membership & Development Manager	Janice Williams	617-708-3224	617-708-3234	membership@bnnvtv.org ; jwilliams@bnnvtv.org
Channel Use, Programming, DVD dubs	Program Scheduling and Distribution Manager	James O'Connor	617-708-3220	617-708-3230	programming@bnnvtv.org ; jconnor@bnnvtv.org
BNN Community TV Studio Production	Studio A Manager	Barbara Barrow-Murray	617-708-3221	617-708-3231	bmurray@bnnvtv.org
BNN <i>Live</i> Studio Production	Studio B Manager	David Palomares	617-708-3226	617-708-3210	dpalomares@bnnvtv.org
Media Lab and Editing Use; Youth Program	Youth Program/ Media Lab Coordinator	Monique Douglas	617-708-3205	617-708-3251	mdouglas@bnnvtv.org
Scheduling Field Equipment and Editing; Equipment Check-out	Field Equipment Coordinator	Isabel Garcia	617-708-3240	617-708-3250	igarcia@bnnvtv.org
Administration, Billing	Administrative Assistant	Janice Holman	617-708-3202	617-708-3212	jholman@bnnvtv.org
Finance, Accounting, Human Resources	Administration, Finance and Compliance Manager	Michael Foley	617-708-3227	617-708-3237	mfoley@bnnvtv.org
Strategic Partnerships, Development, Sponsorships	General Manager	Curtis Henderson, Jr.	617-708-3201	617-708-3211	chenderson@bnnvtv.org
Visitor Info, General Inquiries	Front Desk Attendant Trainees	Mature Workers Program	617-708-3200	617-708-3210	frontdesk@bnnvtv.org
Technical Systems	Chief Engineer	Dennis Dutra	617-708-3225	617-708-3235	ddutra@bnnvtv.org
Boston Neighborhood Network News (located at Boston University)	News Director	Chris Lovett	617-353-9700	617-353-4680	comnbn@bu.edu
Any of the above; Operations, Facilities, Policies, Management; Truck usage; Production Services, Event Coverage, Rentals	Operations Manager	Jim Atwood	617-708-3223	617-708-3233	jatwood@bnnvtv.org

Operating hours are current as of November 21, 2015. Hours are subject to change and may vary on holidays and holiday weekends. Some scheduled hours may be pre-empted for workshops or other special events. Please call ahead for confirmation.