



## PROGRAM SCHEDULING & DISTRIBUTION MANAGER - JOB DESCRIPTION

Job Title: Program Scheduling and Distribution Manager  
Department: Engineering  
FLSA: Non-exempt

Date: 7/26/2022  
Reports to: Chief Engineer & GM  
PT / FT: F/T (Flexible schedule including  
Holidays, Evenings & Weekends)

### *JOB DESCRIPTION SUMMARY:*

Oversees all aspects of distributing community programming and information on BNN Media's two cable television channels and website.

### *RESPONSIBILITIES*

- Process public and staff requests for channel time, including live and recorded television programs, interstitials, community message board announcements, and other forms of digital media
- Develops quarterly program schedules
- Manage and organize media submitted for distribution
- Coordinates staff and technical resources for consistent optimal delivery of scheduled media.
- Maintain up-to-date media archives
- Facilitate web-streaming and video on demand.
- Create cablecast schedule of recorded and live programming on two cable channels, based on requests from BNN Media members, General Manager, and staff, including *BNNLive*, *Neighborhood Network News*, and Community TV departments.
- Ensure that all programs are cablecast as scheduled
- Manage media traffic, including digital files, live feeds, and satellite reception.
- Maintain and improve fully functional cablecast facility, including Tightrope Video Server, Satellite dish, and other technology as it evolves.
- Coordinate with BNN staff for live switching.
- Document and follow up on technical problems with Chief Engineer, Media Providers, cable company personnel, and BNN Media staff.
- Respond remotely to off-hours technical or scheduling problems as the need arises.
- Coordinate broader distribution of programming beyond the cable channels, such as web streaming of media and archive VOD selected programs
- Facilitate timely promotion of schedules through website, channels, and other publications
- Manage Community Message Board, digital photos and audio, and other digital media
- Sustains cohesive graphic design elements for channels and website to support promotional branding and marketing initiatives.
- Develop and maintain BNN Media Digital Library of archived programming and provide show copy as requested.
- Answers public inquiries regarding programming
- Build and sustain strong communications with producers and media providers.
- Promote understanding of and adherence to BNN Media policies, guidelines, and procedures regarding programming, including technical standards and content matters.
- Document issues and follows up with members and staff as needed
- Maintain accurate documentation and detailed records of programming and activities
- Provide quarterly reports to management, and other written projects as needed, including recommendations for system upgrades, policy revisions, and operational improvements.
- Develop user guides for consistency in operations and procedures.

- Participate as a team member in support of BNN Media's mission and the operations of all BNN departments.
- Assists management with special projects and other assignments.
- Communicate promptly, dependably, and effectively with BNN Media staff and diverse membership.
- Foster broader participation among all Boston people, communities, and organizations.

#### *GENERAL REQUIREMENTS*

- Ensure member compliance with ALL BNN Media policies.
- Participate as a team member in support of BNN Media's mission and the operations of all BNN departments.
- Administer all applicable department, warehouse, and company-related Operational, Safety, and Human Resources policies and procedures.
- Train, supervise, and evaluate Department personnel, volunteers and interns
- Coordinate all employees' work schedules.
- Professionally interact and maintain effective and open communication with all personnel, vendors/manufacturers, and members.
- Maintain a professional and positive manner at all times
- Foster and ensure a friendly, consistent, non-discriminatory atmosphere in the workplace and demonstrates a strong commitment to public service.
- Evaluate and write employees' performance evaluations, disciplinary reports, and other personnel-related paperwork.
- Maintain and supervise the safe and efficient operation of the department:
  - Keeping work areas free from debris, and ensuring the safe work habits of all personnel; the maintenance, care, and reporting of any equipment (e.g., production, tools) *problems*.
- Monitor and ensure the proper use and tracking of all company-issued items (e.g., tools, production equipment)
- Responsible for notifying the appropriate Manager of any operational area or equipment that may be hazardous or defective.
- Must be prepared to perform all work-related responsibilities of supervised staff as circumstances may require.
- All other duties, as assigned.

#### *SUPERVISORY RESPONSIBILITIES*

Production personnel and any assigned interns

*POSITION REQUIREMENT (Describes the minimum education, training, knowledge and experience which are required to competently perform the job duties of this job).*

- College degree and/or 3-5 years of employment experience in the field.
- Extensive experience with all aspects of digital media server scheduling and programming: Tightrope Media Server, strongly preferred.
- Experience with digital video and audio streaming technologies, Web 2.0 3.0 applications, and social networks.
- WordPress/CiviCRM/Jetpack expertise, a strong plus.
- Demonstrate managerial and supervisory skills and experience.
- Knowledge of and residency in Boston a plus.
- Knowledge of BNN Media, Boston, and or community media, preferred.

*CORE SKILLS & COMPETENCIES (Describes the core skills, competencies, and characteristics the candidate must display to succeed in this role).*

- Excellent visual design skills; marketing experience a plus
- Technical proficiency in digital media/television production (FCPX and Adobe Creative Suite, a plus)
- Excellent people skills and ability to communicate well with BNN staff and diverse membership.
- Required to meet deadlines and manage multiple assignments.

- Required to work a flexible schedule, including evenings and weekends.
- Strong commitment to public service.
- Familiarity with community media, a plus.
- Exceptional interpersonal, written, and verbal communication skills.
- Bilingual skills, preferred.
- Required to effectively utilize the organization's computer system.
- Accountable for the effective and smooth operation of the department's profitability within the organization's guidelines.
- Strong technical, troubleshooting, and video engineering skills
- Strong writing & computer skills, Microsoft Office including spreadsheet (Excel), database (CiviCRM), and graphics.

*WORK ENVIRONMENT (Describes the characteristics that represent the work environment the employee will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions).*

- General office environment in which work is usually performed in a sitting position
- May require stooping, kneeling, reaching, lifting and carrying during the course of the work shift
- May be required to solely and safely lift and move materials of up to 50 lbs and work at heights of up to 20 feet
- May be required to travel up to 10% of the time.
- Required to maintain a current and valid driver's license with an acceptable driving record as established by BNN's insurance provider.

*Disclaimer*

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended as an exhaustive list of all responsibilities, duties, and skills required of employees assigned to this position. Other duties may be assigned.

Boston Neighborhood Network Media reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed when circumstances change (e.g., emergencies, changes in personnel, workload, rush jobs, or technological developments).

I have read and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the organization has a similar right.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_