



LAMOINE CABLE TV COMMITTEE

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Lamoine, ME 04605
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Proposal to the Board of Selectmen

The Lamoine Cable TV Channel has the potential to be a tremendous information resource for the town. The technology available is incredible and the town is doing a good service to the Cable TV subscribers by telecasting the various meetings that take place both inside and, to a lesser extent, away from the town hall. Much of what could be televised, though, remains unproduced, mainly due to a lack of available and trained personnel.

The CTV system also is generating a fairly large income (in excess of \$10,000/year) from the franchise fees charged to the Cable TV users. From the town office perspective, the equipment installed in the building is quite adequate and no other major purchases are needed at this time. Again, the lack of available and trained personnel is the biggest constraint to adding programming to the channel.

The Cable TV Committee is proposing to hire, and pay within the constraints of the CTV revenue, an operations manager for the Cable system. Currently, the Administrative Assistant to the Selectmen is responsible for 95% (or more) of the production and scheduling of the CTV system. That is not his primary job, though the responsibility for the channel was recently added to the job description. The goal of this proposal is provide for a part time worker/intern whose job it would be is to produce programming, schedule the recording and playback system, and recruit and train volunteers.

The present Cable TV budget is \$5,000 annually. It's believed we could probably utilize \$3,500 of the budget for personnel costs and the supplies and the like would adequately be covered by the remaining \$1,500. The other \$5,000 to \$6,000 in revenue would continue to accrue to the Cable TV fund for future equipment costs associated with wiring up the channel allotted to the school.

Please find a proposed job description for the operations manager.

Proposed Cable TV Operations Manager Job Description

Creation Date: July 1, 2011

General – The Lamoine Cable TV Operations Manager is responsible for program production, volunteer recruitment and training, general scheduling and operations of the Lamoine Cable TV system.

Supervision – The Lamoine Cable TV Operations Manager shall be immediately supervised by the Administrative Assistant to the Board of Selectmen who shall make recommendations to the appointing authority (Board of Selectmen) in regard to job performance, compensation and, if necessary, discipline. Hiring and termination authority rest finally with the Board of Selectmen according to the policies established by the Board.

Employment Status – The Lamoine Cable TV Operations Manager is a part time, contracted, compensated position. The position is covered by FICA/Medicare insurance, Workers Compensation Insurance.

Duties – The Lamoine Cable TV Operations Manager shall:

1. Become trained in all the aspects of the local cable TV facility, including but not limited to program scheduling, programming production, computer operations and recording equipment operations.
2. Coordinate with the Administrative Assistant on what live and recorded events would be appropriate to televise on the CTV system.
3. Coordinate with volunteer operators to record, if possible, significant town events such as town meetings, and public hearings.
4. Arrange for production of special programming such as School Events, Historical Society, and town promotional opportunities.
5. Recruit volunteer personnel, and provide training to those volunteers.
6. Coordinate periodic meetings of the Cable TV Committee
7. Suggest and help implement improvements to the CTV system
8. Assist with repairs needed to the system.

Cable TV Operations Manager Sought

The Town of Lamoine seeks an interested person to become the operations manager of the Local Cable TV channel(s). This is a part time, compensated, hourly position which will include program production and scheduling, volunteer recruitment and training, and interaction with town committees. The average work week is approximately 5-hours with a great amount of flexibility. Candidates should possess some knowledge of audio/video production and computer skills. Interested candidates should send a letter of application and resume no later than June 16, 2011 to the Lamoine Board of Selectmen, 606 Douglas Highway, Lamoine, ME 04605.