

Summary: The Executive Director (ED) of our community public television station will oversee all aspects of station operations, including fiscal management, personnel/staff management, community engagement, programming, sales & marketing, reporting, physical plant management, and committee participation. The ideal candidate will possess strong leadership skills, fiscal acumen, community engagement experience, and a passion for public media.

#### Responsibilities:

- Fiscal Management:
  - Create, track, and report on the station's budget.
  - Provide oversight to the bookkeeper and approve bills for payment.
  - Handle invoicing and manage tax returns.
  - Lead fundraising efforts and write grant proposals.
- Personnel/Staff Management:
  - Develop and manage schedules for staff members.
  - Recruit and train shooters and producers.
  - Provide leadership and support for staff members.
- Community Connections:
  - Foster relationships with community organizations such as HARWOOD, middle schools, sports teams, the Chamber of Commerce, and Rotary clubs.
  - Organize and manage annual fundraisers and town meetings.
  - Maintain a strong presence in the studio during regular hours.
- Programming:
  - Develop and implement programming schedules.
  - Foster the development of new programs and concepts.
  - Curate Creative Commons material and VMX.
  - Produce original content for the station's social media platforms.
- Sales & Marketing:
  - Manage the station's social media accounts.
  - Update and maintain the station's website.
  - Post on Front Porch Forum (FPF) and community calendars.
  - Secure sponsorships from local businesses and organizations.
  - Maintain connections with VAN, VT, and legislative bodies.
- Reporting:

- Provide quarterly reports to the board of directors.
  - Prepare annual reports for towns and state agencies.
- Physical Plant Management:
  - Open and close the studio during regular hours.
  - Coordinate with the media manager to schedule staff presence in the studio.
  - Ensure the cleanliness and organization of the studio space.
  - Liaise with the landlord as needed.
- Media Management Collaboration:
  - Coordinate with the media manager to cover annual events and regular studio hours.
  - Assist with media management tasks such as dubbing and archiving.
  - Provide coverage for shoots and live-streams when regular staff are unavailable.
- Committee Participation:
  - Participate in board sub-committees as needed (e.g., Executive, Hiring, Fundraising).

Qualifications:

- Previous experience in a leadership role within a public television station or similar organization.
- Strong financial management skills, including budgeting, reporting, and fundraising.
- Excellent interpersonal and communication skills.
- Ability to multitask and prioritize responsibilities effectively.
- Proficiency in digital media tools and platforms.
- Knowledge of public media regulations and best practices.
- Commitment to serving the needs and interests of the local community.

This position offers an exciting opportunity to lead a dynamic and community-focused public television station. If you are passionate about public media and community engagement, we encourage you to apply.