



Miami Valley Communications Council

Maintenance Technician

[Part-time, 24 hours per week]

The Miami Valley Communications Council (MVCC) is a council of governments providing public access television channels, facilitating intergovernmental projects and cooperative programs designed to strengthen member cities' capacity to deliver services to their communities more effectively and efficiently.

MVCC is seeking qualified candidates to fill the Maintenance Technician position to provide assistance in a variety of activities relating to master control operations, programming, and video production tasks and duties.

The primary responsibilities of the Maintenance Technician include:

- Monitors playback of all video/internet outlets for quality including live city council meetings;
- Performs video production duties for various City Council meetings;
- Manages media files according to prescribes procedures;
- Creates graphics to support message boards;
- Ensures accuracy of program files and playback;
- Troubleshoots playback and signal problems;
- Answers incoming telephone calls and forwards calls to appropriate personnel
- Performs other programming or production duties as needed

The position is part-time, and will require both evening and daytime work hours.

Work Experience & Education

- Associate's Degree, or equivalent, from a two-year college or technical school; or one year of recent related experience and/or training; or an equivalent combination of education and experience
- Minimum one (1) year graphic arts experience involving electronic media.

Required Skills:

- Public servant orientation and strong customer service focus
- Technical and computer aptitude necessary for understanding the operation of video recording and playback equipment and TV production values.
- Ability to effectively deal with problems involving several variables within familiar context
- Ability to read and comprehend technical instructions and memos.
- Ability to write simple correspondence.
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Ability to perform math calculations using seconds, minutes and hours to maintain playback accuracy
- Ability to handle all work with a high sense of accuracy

- Strong computer skills, particularly with Database software; Internet software; Spreadsheet software and Word Processing software; and various graphics and design software, i.e. Photoshop, Illustrator, etc.
- Must have a valid Ohio Driver's License

Expected Starting Pay Range: \$13.92 - \$15.97 per hour, depending on qualifications and experience, plus benefits (including OPERS participation)

An Equal Opportunity Employer

To apply, please submit cover letter, resume and professional references by November 30, 2018 to Brian Humphress, Executive Director, Miami Valley Communications Council at employment@mvcc.net or by mail at 1195 East Alex-Bell Road, Centerville, OH 45459.