



BIG serves the Brookline community as an integrated media and technology education facility. As a community media hub and incubator, BIG provides access to innovative media-making tools, facilitates diverse community dialogues through media, offers collaborative programs, technical training, and community outreach strategies for non-profit organizations, education, and local government. BIG also manages a number of community-based storytelling and participatory media initiatives, including the Public VR Lab. More information about BIG can be found at: www.brooklineinteractive.org

Application Deadline: Tuesday, July 25th, 2017 at 7pm

To apply: Please email info@brooklineinteractive.org with a cover letter and resume. Samples of your work online would be welcome. Please do not call.

Assistant Director

Reports to: **Executive Director**

Under the supervision of the Executive Director, the Assistant Director will oversee BIG's day-to-day facility and community media operations, assuring that all equipment is in working order for staff and members; providing media and technology training to the public; training staff and providing administrative support, and driving events, membership, education and community outreach to support the organization's overarching goals of building community, offering digital inclusivity, inspiring creativity, and launching innovation.

Works with the leadership team to support staff development, volunteer video production activity, monthly productions and membership events, and supports BIG's commercial and non-commercial media projects, collaborations, clients and partnerships.

The Assistant Director will manage operational staff, create a positive, can-do culture of solutions-based productivity and diverse community engagement, and will coordinate activities and projects in collaboration with other members of the leadership team.

BIG's organizational culture promotes direct communication, collaboration, teamwork, positivity, can-do approaches to problem-solving, inclusive community expression and free speech, compassionate and professional customer service, and individual initiative. The Assistant Director will be a full time, exempt, career position with benefits, and work as a member of the senior leadership team at BIG.

Typical Duties (may include but are not limited to the following):

- Efficiently operate Brookline Interactive Group's 46 Tappan St facility; schedule staff, program community channels, manage security and facility systems, and oversee the maintenance for all professional media and computer equipment, and engage community in BIG's media services.
- Shoot, light, write scripts, edit and publish all forms of media for internal, member, and client productions, managing staff, volunteers, clients and community members.
- Develop media and education collaborations that support the long-term goals of BIG and the Brookline community.

- Work with staff and community producers to create improved content, build skillsets, drive member sustainability, inspire community-focused creativity, and increase user-generated content.
- Manage facility-related vendor and partner relationships and production contracts, work with finance to deliver invoices and client satisfaction.
- Schedule and facilitate meetings with staff, members, and clients; provide regular feedback on production projects, timelines, facility expectations, and communicate organizational goals.
- Operate computer equipment, maintain accurate records, and assist Executive Director with reports.
- Work collaboratively with team members, volunteers, contractors, and interns to complete projects on time.
- Manage the IT & Operations Coordinator; facilitate and quality-control troubleshooting and development of channel programming and scheduling.
- Oversee IT & Operations Coordinator's basic maintenance of equipment; research and purchase new equipment as needed.
- Manage and schedule staff to delivery of content via broadcast and the Internet in studio and at events.
- Build community awareness of BIG's facilities, membership, production, and other media services.
- **Operations & Facilities**
 - Manage daily operations and facilities.
 - Assist in the creation and oversight of staff schedules.
 - Assist in operational tasks as needed.
 - Public Access, Educational and Municipal Programming:
 - Oversee the execution of the programming of Brookline Interactive cable video channels.
 - Monitor channels for quality.
- Assist in pre, in, and post-production, and in creating production partnerships and paid production revenue.
- Create and update manuals for use by staff for solutions to common problems that might arise on a day-to-day basis.

Minimum Qualifications

Working knowledge of:

- Managing a volunteer video production team to deliver professional productions efficiently, on deadline, and to client's satisfaction.
- Basic technical aspects of video production; production, cameras, lighting, sound engineering, Final Cut Pro editing, basic web design and maintenance, and uploading video to the web.
- Mac & PC computer experience with graphics, word processing, Internet, and database tools.
- Ability to research and troubleshoot technical equipment repair and replacement; manage facilities, and conduct inventory, generate reports and suggest efficiencies.
- Leadership skills, ability to take initiative and solve problems in a fast-paced environment, communicate immediate concerns and resolutions with team and supervisors.

Demonstrated ability to:

- Teach classes to a variety of community members; enthusiastically transfer knowledge of highly complex equipment and production in common terms to community users of all ages, and various levels of expertise with professionalism and patience
- Work creatively and flexibly in a collaborative team environment, operating autonomously under minimal supervision and to provide and accept direction, supervision and guidance when appropriate
- Be organized, create work-plans and meet deliverables on deadline
- Act with competence in a non-profit or community-oriented environment with excellent interpersonal skills
- Meet deadlines and demonstrate advanced project management skills
- Use Web 3.0 and social media tools to engage community, membership and donors
- Express him/herself with excellent written and oral communication skills in English, with impeccable spelling or the ability to edit professional documents at a high level of written communication
- Convey a warm, friendly, respectful, and professional public manner
- Work effectively with government and business entities
- Work effectively in a volunteer environment
- Communicate concerns and conflicts openly and positively, and quickly resolve and solve project challenges with peers, co-workers and supervisor
- Research and analyze technology tools; train and mentor non-techie staff and volunteers

Additional Requirements:

- Must be comfortable and available for night and weekend shifts, on a monthly basis
- Must be willing to use personal vehicle for business-related travel in Brookline and Boston
- Must lift up to 50 lbs
- Must possess and maintain a valid Massachusetts driver's license (or be willing to obtain one upon employment), have a safe driving record, and maintain Massachusetts minimum required automobile insurance
- Must pass CORI check
- Must demonstrate production ability