



Civic Engagement Specialist

Job Overview

Urban Media Arts (UMA) is a 501(c)(3) non-profit media arts organization based in Malden, MA. UMA's mission is to connect community, promote civic engagement, and nurture arts and culture by offering media resources, training, creative opportunities, events, and networking.

The Civic Engagement Specialist reports to the Director of Operations and is primarily responsible for development, production coordination and programming of UMA's Government Access Channel. This part time position requires day and evening work at the UMA facility, Malden City Hall and may include productions within the City of Malden itself and surrounding areas.

Responsibilities and Duties

General

- Develop, produce, record, and edit community content involving municipal, state, and federal government officials, committees, boards, departments, and agencies.
- Coordinate live TV coverage of City Council and School Committee meetings.
- Coordinate TV coverage of City events and press conferences in close consultation with the Office of the Mayor and Malden City Council.
- Maintain regular communications and outreach efforts to the Office of the Mayor, Malden City Council, state, and federal elected officials.
- Train and supervise volunteers and staff on the operation of the Government Center Studio.
- Assist in developing and maintaining civic information on UMA's Community Bulletin Board, website, and social media.
- Working with UMA staff to maintain the technical operation of the Government Center Studio.
- Coordinate campaign and election programming, including candidate and issue forums.
- Produce creative promotions and informational content for UMA Government Channels.
- Perform general staff and facility duties, as needed.

Government Access Production

- City Council and School Committee meeting coverage.
 - The City Council meets twice per month and the School Committee meets once per month at a minimum, both in the evenings. Meeting length can vary widely. Requires the operation of remote-controlled studio inside the Government Center. May involve supervision of volunteers or other staff.
- Government Channel Programming
 - Responsible for the preparation of all materials aired on the UMA Government Channels, including Bulletin Board announcements.
 - Create equitable and informative content for UMA Government Channels to engage the community in local government.
 - Schedule and maintain programming on UMA Government Channels.
- Election-Related Responsibilities
 - Extend invitations to all candidates for elected office to use UMA facilities to create content consisting of candidate statements for each candidate who wishes to participate. May also work with other local organization to produce televised debates and community forums.
 - Production of election coverage programs and community bulletin board “results.”

Qualifications

- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skills, and ability to perform the essential functions of the job will be considered.
- Communication skills are necessary. Ability to clearly communicate issues and understand expectations. Positive and professional manner is required.
- Developing and maintaining good working relationships with government and school officials and local agencies is a primary task for this position.
- A strong interest in civic and government affairs and an ability to interact with elected officials at all levels of government is extremely helpful.
- Organizational skills and attention to detail is a high priority.
- Technical expertise with production equipment preferred.
- Basic computer skills
- Physical ability to perform the essential functions of the job including:
 - Visual abilities to include close, distance, color, and peripheral vision depth perception; and the ability to adjust focus.
 - Hearing acuity to detect and evaluate sound quality.
 - Fine finger dexterity to operate a computer keyboard and mouse, etc.
 - Frequent lifting, holding, moving, and assembling of equipment and materials, up to 25 pounds.
 - Frequent standing for sustained periods while carrying and operating equipment up to 15 pounds.

Working Environment

- Work is performed in both a studio television production environment and in the field (both indoors and outdoors, including in inclement weather).

- Position works extensively at a computer workstation or console and may work alone and unsupervised.
- Performs work on electronic devices and cables in the ceiling or under desks and floors to troubleshoot and repair problems and to connect new equipment.
- Requires extensive work outside filming events around the city. Will require working and driving to and from a variety of locations within the municipal area.
- The position requires significant flexibility in hours, including weekends and evenings.