



We strengthen and enrich our community by providing communication opportunities, tools, and training.

July 8, 2017

MCM-TV has a part-time Operations Assistant opening. Duties include customer service in a community television environment as well as various TV station operation tasks.

Seeking excellent communicator with the ability to maintain positive relations with a wide variety of internal and external clients. Desirable skills include graphic design, social media, web, newsletters, video production. Expertise with both Macs and PCs is essential. Position occasionally requires the transport of equipment up to 40 lbs and outdoor work in northwest weather. A valid driver's license is required.

Experience in TV operations is a plus, as well as familiarity with Tightrope Carousel and Cablecast.

Part-time, 20 hours per week maximum. Salary range is \$12.35 to \$13.00 / hour.

To apply, send a summary of relevant experience and a letter explaining why you are right for this job to: jobs@mcm11.org

Please place 'Ops Assistant' in your subject line.

Position is open until filled.

McMinnville Community Media is a non-profit organization operating local community television through an agreement with the City of McMinnville. MCM helps McMinnville citizens engage our community by offering television channel capacity, facilities, training, opportunities, and equipment. Programming on MCM-TV is available in Yamhill County through cable providers and online at MCM11.org.

McMinnville Community Media

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