

**CHARLOTTE MECKLENBURG PUBLIC ACCESS CORPORATION**

**STUDIO COORDINATOR JOB ANNOUNCEMENT**

The Charlotte Mecklenburg Public Access Corporation, a non-profit organization responsible for providing community media services to the residents of the City of Charlotte and Mecklenburg County in North Carolina, has an immediate opening for a Studio Coordinator. This is a part-time position (typically 8 hours per week, Saturdays 8:45 AM – 5:15 PM, with some additional weekday evenings possible to cover other vacation/sick time) that reports directly to the Operations Manager. Saturdays and some weekday evening availability required.

**Responsibilities:**

1. Monitor facility use to insure safe and efficient utilization of Public Access assets and to insure adherence to standard practices, policies, and rules.
2. Teach workshops in Studio Production and Final Cut Pro X Editing.
3. Make adjustments to production equipment as required for specific productions.
4. Troubleshoot equipment and make minor adjustments and repairs.
5. Assist in general upkeep of facility.
6. Maintain relationships with the public, producers, and users.
7. Participate in any in-house productions.

**Qualifications:**

1. Bachelor's degree in Television Production, or Related Field.
2. Minimum of two years experience in television production.
3. Experience with Television Studio Equipment and NLE Editing (Final Cut Pro X preferred).
4. General computer knowledge.
5. Ability to work with a diverse group of people.
6. Ability to work evenings and Saturdays.

**Compensation:**

Hourly wage, dependent on experience level.

**APPLICATION DEADLINE:**

The search will remain open until position is filled.

**TO APPLY:**

To apply send cover letter, resume and at least three references to:

James Rossi  
Operations Manager  
Charlotte Mecklenburg Public Access Corporation  
613 Calvert Street  
Charlotte, NC 28208

Electronic applications are preferred via e-mail to:

[jrossi@cmpac.org](mailto:jrossi@cmpac.org)

CMPAC is an equal opportunity employer.