

The Saratoga Community Access Cable Television Foundation is hiring a permanent part-time Station Manager to run all operations at KSAR15 and KEDU26, the city of Saratoga's public access channels.

The station manager will run a small office to help Saratogans create and air TV shows, from simple ingest and scheduling of video files to assistance with all the facilities of a modern TV studio, hiring crew for City Council meetings and other events, and airing on Comcast, AT&T, and the internet.

The ideal candidate would have a background in engineering and have a strong understanding of TV station signal flow. You will be responsible for normal equipment troubleshooting and upgrades, so technical trade knowledge is highly desired. The position requires strong organizational skills, patience, creative troubleshooting, and the ability to both work alone and to deal with the public. The day to day of this job is mostly running a small business, ie. Paying bills, updating quickbooks, filing, answering emails, etc. You will be required to do everything from payroll to proposed budgets, to taxes, so experience with accounting may be desired. The station manager hires and directs crews for shoots in the studio and on location, and coordinates taping of city related meetings and events. Hours are flexible 15-20/week, including some evenings and weekends.

This position is open until filled. Please send inquiries or resumes to station.manager.search@ksar15.org

The full application form is available at <https://ksar15.org/home/StationMgrApplication.pdf>