



Who We Are: With the support of our members and sponsors, Rhode Island PBS serves the needs of all generations within Rhode Island and southeastern Massachusetts. We spark imagination, explore our history and reflect the values of our diverse community. Guided by civic engagement, we provide unique, high-quality local, national and international programming, and digital content that educates, inspires and engages.

Position Title: PEG Access Coordinator (full-time)

Reports To: Director of PEG Access

Location: East Providence location at 88 Boyd Ave., East Providence, RI 02914

Schedule: Monday – Friday, 9:00am – 5:00pm with occasional Saturdays. Hours may fluctuate based on studio needs.

Summary: The Public Access Coordinator for PEG (Public, Education & Government) Access Television will provide information to the members of the community about Public Access Television opportunities; provide guidance and instruction to volunteers in the use of the production equipment for local programming needs; coordinate proper playback of programming and provide timely updates of community information.

What the PEG Access Coordinator Position Does:

- Provides supervision to encourage the consistent quality of completed Public Access programming.
- Where applicable, monitors programming for proper playback quality.
- Where applicable, provides proper tape traffic control operations.
- Playback scheduled programming in Master Control
- Directing Studio Productions.
- Supervises crews during access productions.
- Provides efficient administrative operations.
- Knowledge in non-linear editing.
- Collects and provides information regarding studio operations for reports to the RI DPUC.
- Conducts training of volunteers at various levels of experience.
- Positive interaction with general public regarding Public Access services and opportunities.
- Provides the technical set-up of studio/field control room from productions to ensure a high level of operational quality during a production.

Position Qualifications:

- College degree or equivalent experience.
- Technical expertise with production equipment preferred.
- Valid driver's license with good driving history.

- Ability to travel to and from other studios for training / meetings.
- Ability to lift equipment (up to 20lbs).
- Communication skills are a must. Ability to clearly communicate issues and understand expectations.
- Positive and professional demeanor is required.
- Organizational skills and attention to detail is a high priority.
- Must be focused.

How to Apply: Interested applicants should email their resume and cover letter to careers@ripbs.org. Please indicate the position to which you are applying. *No phone calls, please.*

Rhode Island PBS is an equal opportunity employer committed to maintaining a diverse and inclusive workplace. People of color, people with disabilities, and LGBTQ candidates are encouraged to apply. We consider all applicants without regard to race, color, religion, gender identity, gender expression, sex, sexual orientation, national origin, age, disability, military service, or genetic information.