

Job Title: Executive Director

Organization: Hardwick Community Television (HCTV)

Location: In-person – Hardwick, Vermont

Pay Rate: \$23/hour

Hours: 12-16 hours/week

Term: One-year contract, renewable annually upon Board approval

Benefits: No benefits provided

About the Position:

Hardwick Community Television (HCTV) is seeking a dedicated, self-motivated Executive Director to lead our small but dynamic community access television station. This is a part-time, in-person position based in Hardwick, Vermont. The Executive Director oversees all aspects of the station's operations, but should focus on expanding the station's capabilities and fundraising.

Key Responsibilities:

Administrative:

- Manage HCTV's day-to-day operations and serve as the station's primary contact.
- Run payroll (**super easy — and someone will train you**).
- Maintain simple Comcast and Vermont Access Network (VAN) reports (**also easy — training provided**).
- Ensure bills are paid and basic administrative tasks are completed.
- Attend and report at HCTV Board meetings; coordinate with the Board as needed.
- Supervise employees and volunteers.
- Manage town appropriation requests for Hardwick and Woodbury.
- Maintain security of the station and equipment, and be a responsible tenant of the Memorial Building.

Fundraising & Development:

- Cultivate and manage relationships with local underwriters.
- Assist the Board in planning and executing fundraising events.
- Research and write grant proposals; implement awarded grants.
- Coordinate monthly fundraising initiatives.

Outreach & Education:

- Promote HCTV's mission through outreach events, monthly blog posts, and public communication.
- Coordinate with Hazen Union on student programs and internships.
- Collaborate with the Production Manager in organizing training workshops for community members and producers.

Programming & Technical:

- Collaborate with the Production Manager to create and share local content.
- Collaborate with the Production Manager in maintaining HCTV website, social media accounts, and programming archives.
- Troubleshoot Channel 1080 technical issues and liaise with Comcast technicians.

Qualifications:

Required:

- Strong organizational and leadership skills
- Willingness to be trained in Quickbooks if not already familiar
- Grant writing or fundraising experience
- Proficiency with computer systems, social media platforms
- Excellent communication and community engagement skills
- Comfort working independently and managing multiple responsibilities

Preferred:

- Experience with financial management and QuickBooks
- Proficiency with video editing software
- Prior experience in media production, nonprofit leadership, or community access television
- Familiarity with public access mandates and contracts (e.g., with Comcast)