

Job Title: Communication/Department Assistant
Department: Watertown TV
Position: Part time, 5-10 hours per week
Hourly rate: \$10

The City of Watertown, Wisconsin is a great place to work. Here is where you will join a dedicated staff who support and facilitate the community's safety, health, education, recreation and well-being. Watertown is a city where "Opportunity runs through it."

Job Description:

Under the direction of the Watertown TV media coordinator, the communication/department assistant will perform all or some of the following:

- Follow weekly programming schedule to enter television program files into the Tellvue scheduler and on-demand viewer.
- Refresh and update the City of Watertown and Watertown TV website content.
- Add pre-approved content to the City of Watertown and Watertown TV social media sites including but not limited to Facebook, LinkedIn, Twitter, Instagram and YouTube.
- Create and update email contact database to email campaign service ie. Mail Chimp.
- General administrative duties including but not limited to photocopying, filing, etc.
- Occasionally assist with in studio and/or field video productions.
- Perform other duties as necessary or directed.

Minimum Requirements/Knowledge:

- Must be an extremely organized team player with strong attention to detail. A friendly personality and the ability to be flexible, proactive and resourceful.
- A professional self-starter who has excellent writing and communication skills.
- Experience creating content for social media platforms.
- Experience managing social media accounts.
- Knowledge, interest and/or experience in community television, video production, social media and/or marketing.
- Must have typing skills.
- Skills, knowledge and abilities necessary to perform assigned functions.
- Must be available to work occasional evening and weekend hours.

Minimum Education Requirements/Certification:

- Completed at least two years of high school.

This is a part-time hourly position with schedule to be determined upon hire. Please apply by submitting an application, cover letter and resume to the mailing or email address below.

Watertown TV
City of Watertown
PO Box 477
Watertown, WI 53094
(920) 262-4021
watertowntv@charter.net

Applications are available at The City of Watertown located at 106 Jones Street, Watertown or on the City website at http://www.ci.watertown.wi.us/employment_application.php.

Completed applications must be received no later than 4:00 p.m. on Friday, March 3, 2017. The City of Watertown is an equal opportunity employer.