



Town of Brewster

2198 Main Street
Brewster, MA 02631-1898
Phone: (508) 896-3701
Fax: (508) 896-8089

Office of:
Human Resources

Come Join our Team!

Media Coordinator

The Town of Brewster seeks qualified applicants for a Media Coordinator. This new position is responsible for professional and technical work in developing and managing the Town's public communications strategy, including operation of Brewster's Government Cable TV Channel (BGTV).

The Media Coordinator organizes the planning, administration, and implementation of all public community TV and media productions and programming, including the coverage of programs, special projects, events, and municipal government meetings. Coordinates and communicates with Town staff, boards, and committees regarding meeting scheduling and recording needs, and coordinates post-production editing, uploading, and distribution of recordings for public access. The Media Coordinator is responsible for maintaining the Town's media equipment and services and assists with the purchase of hardware and software technology required in support of operations. Develops and posts timely and accurate informational content on Town's media platforms and assists in other public outreach initiatives.

Bachelor's degree in related field and three years of related work experience preferable with broadcast or public access television, or an equivalent combination of education, training, and experience. This is a full-time, 35 hour per week, position, evenings required, with a starting pay rate of \$34.51 to \$37.72 per hour, with an excellent benefits package, including health insurance, paid time off, and retirement benefits. Please send cover letter, resume, and town employment application to Human Resources, employment@brewster-ma.gov. Position open until filled with a priority deadline of 06/05/23. EEO/AA

[For more information on this position, click here for the full job description.](#)