

Junction Arts & Media

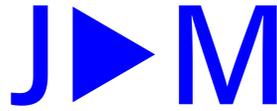
Media Arts Programs Associate

Non-exempt, PT

Position Summary: Provides administrative support and coordination for processes related to JAM's media arts education programs, media events, venue management functions, for-hire productions, and communications related to the above activities. This part-time, year-round position reports to the Executive Director, works closely with all members of the JAM staff, and interacts directly with the local community for customer service functions. It requires flexibility to work irregular hours and can be performed partially remote, as needed.

Primary Responsibilities:

- Set up and maintain registrations, RSVPs, fee payments/refunds, permissions/releases, and related database entries for JAM media arts and education programs.
- Manage Briggs Opera House calendar, social media, user contracts, invoicing and payments, and serve as public point person for communication with BOH users under JAM's venue management agreement.
- Generate and track invoices for JAM for-hire productions (based on proposals generated by Executive Director or Senior Producer) and other services charged to clients.
- Assist with Accounts Payable (BillPay), including regular bills, artist stipends, etc.; financial allocations (Chart of Accounts) for AP/AR, and maintain bi-weekly timesheets.
- Assist with digital communications, such as: website updates (WordPress), social media postings, graphic design for printed/on-air promotional materials, weekly e-newsletter layout (Constant Contact), other TBD.
- Maintain/prune Constant Contact contacts, lists and segments; share reports on users to support targeted communications; assist with merger of WRIF, Freedom & Unity, and JAM email lists.
- Maintain reservations, course enrollments, and contacts in myIsaac CRM.
- Attend staff meetings, including annual staff retreat as needed, and maintain regular, open communication with staff and community partners to support short- and long-term organizational goals.
- Performs other duties as assigned.
- Optional but supported: Produce original content for JAM TV channels and streaming platforms.



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Preferred Qualifications:

- High school degree minimum.
- 3-5 years minimum experience with digital media tools, including photography, graphic design, website development, editing.
- 3-5 years minimum experience with retail financial platforms (such as Square, Stripe, PayPal) and related integrations for user interfaces (website embeds) and accounting backend (Quickbooks).
- Strong communication skills in speaking and writing with warmth and empathy to support the organization's mission to build community through the media arts.
- Familiarity and strong relationships with the communities of the Upper Valley of VT and NH, including individuals, organizations and local municipalities.
- Creativity, imagination, broad curiosity and willingness to learn and work as a team.

Hours: 15 hours/week average (with possible flexibility between 10-20 hours/week)

Pay Range: Starting \$18-21/hour, depending on experience

About JAM: JAM – Junction Arts & Media (formerly CATV, Community Access Television Inc.) is a non-profit media community centered in the Upper Valley in the midst of an evolution to serve its PEG (public, education, government) access mission in new ways that are responsive to our transforming media landscape. JAM creates and aggregates media content for two cable channels, streaming, and social media; fosters lifelong learning in the media arts; provides transparency in government and encourages civic engagement through media coverage; and partners with community groups and individuals to build community through media.

JAM is an equal opportunity employer committed to creating and upholding a culture of inclusion and does not discriminate on the basis of gender, age, race, national origin, religion, sexual orientation, protected veteran status, disability, or any other factors protected by law. with respect to employment opportunities.

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