Communications Technician-Part Time

Position Summary

Provide support in all areas of communication for the Town of Granby and Granby Board of Education.

Responsibilities

- Broadcast and record municipal meetings and school events
- Setup, management, and breakdown of A/V equipment for events (Cameras, Microphones, Laptops, Projectors, etc.)
- Assist with the display of meeting materials (Event presentations, audio, video, etc.)
- Moderate hybrid meetings utilizing Zoom when required
- Assist with the management of audio/video equipment for the town and schools
- Assist the town with maintaining its website and social media presence
- Other technical duties as assigned

Requirements

- Ability to work afternoons and weeknights Monday – Thursday (5 hours per day)
- Some technical expertise in videography and live broadcasting preferred
- Proficiency with a computer, email, and internet use including; Microsoft Excel, Microsoft Word and Google Workspace
- Customer service oriented
- Self-motivated
- Ability to work effectively both independently and as part of a team and develop a strong understanding of the position. Strong analytical and communication skills.
- Highly organized
- Ethical behavior
- Attention to detail

Physical Activities and Requirements of this position

While performing the duties of this job, the employee is frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, crouch and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 50 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.