

Community Media Center of Marin

819 A Street, San Rafael CA

www.cmcm.tv

Position: Station Assistant

LOCATION: San Rafael, CA

STATUS: Part Time (up to 20+ hours a week)

REPORTS TO: Director of Operations

COMPENSATION: \$18/hour

POSTING DATE: January 1, 2026; We will begin to review applications immediately and continue until the position is filled.

HOW TO APPLY: Please email resume and cover letter to positions@cmcm.tv (Subject: Station Assistant Position). Please do not send questions via email, NO phone calls please. Local Marin County applicants are preferred.

GENERAL DESCRIPTION OF JOB:

The **Station Assistant** reports to and works closely with the Director of Operations. The Station Assistant supports other staff with the day-to-day operations of the Community Media Center of Marin facility, including member production facilitation and equipment checkouts. The Station Assistant will also offer members technical help, and generally keep the front reception area running smoothly. The position may be scheduled to include the Center's evening and weekend hours.

OVERALL RESPONSIBILITIES:

1. Assist in day-to-day operations of the facility
2. Work closely with members and public in reception area
3. Assist in video production training services to the membership
4. Assist with equipment reservations and checkouts for members
5. Ensure all equipment, facilities, and rooms are clean/presentable
6. Remind members of center policies/rules as necessary
7. Troubleshoot member productions as needed but not working as production crew
8. Take calls and emails, address inquiries, and resolve issues

DESIRABLE SKILLS AND EXPERIENCE

1. Experience with community media programs or PEG center operations
2. Experience with community television production equipment including field production, video editing (Final Cut Pro), podcasting, and/or studio production
3. Experience using basic office software (spreadsheets, word processing)
4. Comfortable teaching or training others in technology-related tasks
5. Can clearly communicate technical information to others, verbally, and in writing
6. Flexible availability a plus, including availability on short-notice

TRAINING AND EXPERIENCE

Any combination of training and experience equivalent to two years of video production

GENERAL REQUIREMENTS

1. Excellent public relations skills
2. Capable of occasional need to climb ladders, and lift up to 50 pounds of equipment
3. Demonstrated ability to work collaboratively in a team structure
4. Excellent problem-solving skills to independently resolve routine and complex issues
5. Experience working with diverse groups of people with wide range of skills, experience
5. Organizational skills and ability to multi-task
6. Exude politeness and professionalism at all times.
7. Ability to work in a fast-paced and changing environment where multiple priorities need to be effectively managed

ABOUT CMCM:

The Community Media Center of Marin (CMCM) is a non-profit organization providing residents of Marin County with access to communication technologies, media training and the latest digital tools so they can create cable TV and online media. CMCM operates Marin TV, Marin County's own non-commercial community, educational and governmental cable channels. Marin TV is available on Comcast (channels 26, 27, 30) and AT&T U-Verse (channel 99), reaching over 70,000 Marin households.

CMCM is an equal opportunity employer and considers all applications without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.