



**Position Title:** Community Producer Volunteer

Cable 14 strives to create, curate and share locally relevant media content across multiple platforms, focused on engaging, educating, informing and inspiring the communities we serve.

**Reporting to:** Production Producer and Volunteer Coordinator

**Position Summary:** Create and share locally relevant media content.

**Location:** 150 Dundurn St. S., Hamilton, ON L8P 4K3 OR varying locations

**Hours and Scope:** Commitment could be weekly, bi-weekly, or monthly depending on the broadcast schedule. Preparation and show recording hours vary.

**Specific Responsibilities:**

- Develop runsheets
- Find and organize guest for the show
- Record shows and promos
- Other duties as required

**Effort and Working Conditions:**

- Sensory Attention: Prolonged periods of sustained concentration at television and computer monitors.
- Physical Environment: Prolonged periods of sitting in a controlled environment.

**Benefits:**

- Ongoing support from producers
- Volunteer/networking events