



## **Science Club for Girls: *SCFGLive!* Producer - Full Time**

Science Club for Girls (SCFG), a Cambridge-based non-profit established in 1994, seeks a dynamic, resourceful and collaborative individual with experience with curriculum development, digital media, and education. SCFG builds self-confidence, excitement and literacy in science, technology, engineering and mathematics (STEM) for girls and gender expansive youth in grades K-12, particularly from communities underrepresented in STEM. We do this by providing free, experiential programs in STEM and leadership in Greater Boston and Cambridge. Our staff is passionate, committed and entrepreneurial.

The *SCFGLive!* Producer will produce our television program, *SCFGLive!*, geared towards audiences in grades K-5, particularly girls and gender-expansive youth from underrepresented communities, which is broadcasted on Facebook, YouTube, Comcast Xfinity and other local network stations. *SCFGLive!*'s seventh season is set to premiere in the Fall with 15-30-minute-long episodes airing twice a month. The *SCFGLive!* Producer will lead a team of staff and volunteers in script writing, video recording, video editing, and media uploading. The *SCFGLive!* Producer will also work alongside the Communications Team to promote episodes via social media channels and newsletter postings. Duties take place at SCFG offices, out in the community and remotely. This is a full-time position. The *SCFGLive!* Producer reports to the Deputy Director.

### **ESSENTIAL RESPONSIBILITIES**

- Production
  - Work with program and communications teams as well as sponsors to plan episode topics, relevant activities, and guest appearances
  - Develop scripts that are age-appropriate for audience members. Maintain *SCFGLive!* program calendar with episode titles, descriptions, supply lists for at-home participation and sponsorships
  - Manage materials for episode segments, inventory office materials and order materials when necessary
  - Record and star in episode segments
  - Edit video footage for broadcasting partners and social media outlets
  - Create graphics for supplemental visuals in the episode
  - Upload videos onto YouTube, Facebook, Comcast, Cambridge Community Television, and other broadcast partners
  - Work with communications team to advertise episodes on social media platforms
  - Select at least two episodes per season as “follow along” episodes. Advertise, collect, and distribute appropriate materials correlated with the episode to interested participants.
  - Conduct weekly email outreach to the SCFG community to promote *SCFGLive!* programming



- Coordinate guest appearances with participants, scientists, or community partners
- Incorporate live events into programming with local community partners as opportunities arise
- Maintain viewership data across social media and broadcasting platforms
- People Management
  - Train and supervise volunteers and interns who help with script writing, editing, fact checking and advertising
  - Coordinate and lead weekly check in meetings with *SCFGLive!* staff and volunteers
  - Manage communications with sponsors about script approval, timeline of production, and airing of episode
  - Communicate with guests about script development, episode recording, and episode broadcasting
  - Communicate weekly with SCFG staff about show updates and potential changes

## QUALIFICATIONS

- Bachelor's degree or equivalent
- Minimum 1-year experience teaching youth or conducting science outreach
- 1-2 years of experience in creating video content, including recording and editing with relevant software (e.g., Adobe Premiere Pro, iMovie, Final Cut Pro)
- Familiarity with filming and video camera set-up on both camera & iPhone
- Command of social media tools (Canva, Adobe Products, Facebook, Tik Tok, Instagram)
- Energetic and positive person who is willing to think outside the box
- Excellent oral and written communication and interpersonal skills
- Excellent judgment, time management and organizational skills
- Ability to take initiative, work independently and collaboratively as needed
- Knowledge and experience in community building
- Ability to give and receive direct and constructive feedback
- Ability to relate to diverse populations
- Dedication to gender equity and racial justice

## Other requirements

- Fluent in Google Workplace (Google Docs, Google Slides, Google Sheets)
- Experience with or interest in puppeteering is a plus
- Ability to be onsite for staff meetings and other coworking sessions



**Science  
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136 Magazine St., #2 | Cambridge, MA 02139  
[www.scienceclubforgirls.org](http://www.scienceclubforgirls.org)

## **HOW TO APPLY**

An applicant should send a cover letter highlighting relevant work experience and resume in pdf format to: [employment@scienceclubforgirls.org](mailto:employment@scienceclubforgirls.org), subject line: *SCFGLive!* Producer.

This is an AA/EOE position. Persons of color and women are strongly encouraged to apply.

## **SALARY AND BENEFITS**

Salary is \$55,000-\$65,000/year.

Benefits include:

- Hybrid schedule: SCFG staff work 2 days/week in the office and 3 days/week remotely
- Health and dental insurance
- Two-week vacation plus one week off at end of calendar year
- 12 paid holidays
- 5 personal/sick days/year