

MEDIA DEPARTMENT

JOB TITLE:

MEDIA DEPT. ASSISTANT

JOB DESCRIPTION:

Set up, operate, maintain and troubleshoot equipment used to facilitate and enhance live events, such as microphones, professional video cameras, projectors, computers (laptops), lighting and sound mixing equipment.

Run extensive cabling, tape cabling down with heavy duty gaffers tape, manage guests, maintain webcasts, and adjust facility set up as needed such as moving chairs, staging, podiums and other objects in the space in which an event is taking place.

Recording of additional presentations with prosumer video cameras, operate smaller lights, adjust amplifiers, operate soundboards, coordinate graphics and images used in displays/presentations and provide technical support for studios and classes.

Utilizing programs such as Final Cut Pro, Premiere, iMovie, Excel and Photoshop to edit, encode, manage media, track inventory of equipment and assist in the ordering of supplies.

Transport, assemble, maintain and utilize third party equipment used in SCI-Arc's multi-media productions.

Sign and accurately fill out all work-study forms and timesheets. Be accountable for all rules and regulations mandated by the Financial Aid office and Human Resources Department. Make sure you take a 30 minute meal break when you have worked over 5 hours at one time. NOTE: No student is allowed to work over 8 hours in one day or 10 hours in one week unless they have been previously approved.

Requirements

SCI-Arc Media Dept. work-study technicians should have some familiarity with camera, audio, computer and lighting techniques

- SCI-Arc Media Dept. work-study technicians should have some familiarity with editing equipment and software
- SCI-Arc Media Dept. work-study technicians should be creative and flexible with strong communications skills and the ability to diplomatically interact with faculty, staff, guests, students and presenters
- SCI-Arc Media Dept. work-study technicians should be able to sit and stand for long periods of time, lift 50lbs and must have excellent focus and attention to detail
- SCI-Arc Media Dept. technicians should have a willingness to learn, great trouble shooting skills, work well in a team under intense pressure, be ON TIME/organized, and have comprehensive awareness of all safety issues.
- The SCI-Arc Media Department encourages its students to:
 - Ask Questions – Offer Suggestions
 - Identify Problems – Fix Problems w/o Asking
 - Recruit Reliable Teammates – Promote Department
 - As a SCI-Arc Media Dept. work-study technician the students will learn and utilize many hands on technical skills they will not necessarily otherwise develop in their experience both in and out of their academic lives. This experience will provide them with the ability to better communicate, think on their feet, learn complex technical skills quickly/efficiently, and more fully understand the dynamics of teamwork. In addition to their education at SCI-Arc this applied knowledge will help to create, consistent, trustworthy, dependable, civil, motivated and intelligent SCI-Arc grads.
 - Ability to lift and maneuver (with assistance) up to 50lbs
 - To dress appropriately for work environment

DURATION OF ASSIGNMENT:

FALL TERM

PAY-RATE:

\$12.00/HR

HOURS EXPECTED TO WORK:

10 HRS/WEEK MIN

NUMBER of POSITIONS:

6

PAY-TYPE:

WORK-STUDY PROGRAM

SUPERVISING DEPARTMENT:

MEDIA DEPARTMENT

PHONE NUMBER:

APPLY IN PERSON

CONTACT:

REZA MONAHAN

INSTRUCTIONS:

Please apply in person with Reza Monahan (located in the Library)