



Job Description

Position Title	Manager, Film Studio (Part-time)
Department	School of Arts, Humanities & Social Sciences (AHSS)
Reporting To	Dean, AHSS and any other Faculty member identified as the Lead for Film Studio
Date	June, 2017
Type of Position	Contractual – Part time

POSITION DESCRIPTION

The incumbent will be expected to work at least three days a week and shall be responsible to manage the film studio with regards to equipment management, maintenance and improvements. S/he will also be responsible to handle and taking care of inventory with utmost precision. The incumbent will be required to assist/aid students with their assignments and their projects related to film studio. S/he will also be involved in generating, drafting and execution of Standard Operating Procedure for the Film Studio.

DUTIES AND RESPONSIBILITIES

Manage the studio, equipment, and basics

- Keeping track of the studio schedule for students and faculty, as well as ensuring that all appointments are kept on track outside of running productions.
- Keeping appropriate individuals informed of the internal workings of the film studio on a timely basis so that there is no lag in communication between the film studio and other university departments.
- Taking initiatives in bringing together proposals for productions and applications.
- Ensuring that all studio basics, such as but not limited to, software licenses, primary and secondary equipment maintenance, Dynacore lights, speakers, track channel etc. are renewed/replenished in a timely fashion.
- Keeping a strict inventory and ensuring that the spaces within the film studio are kept clear and tidy of obstruction/waste.

Knowledge in film production equipment

- Assisting students in their projects with reference to the use of Apple MAC OS systems and subsequent production equipment.
- Use the equipment present in the studio such as, but not limited to, Avalon Pure Class A Parametric Music Equalizer, CTEK pop filter, Focal JMLAB speakers, Dynacore hardware, field monitors and audio mixers etc.
- Conduct workshops and schedule Master classes for students to aid in their independent learning.

Generate Standard Operating Procedures (SOP)

- Observe the workings of the students and faculty to create SOP's for a smoother, organized running of the film studio.
- Include policies such as the time brackets to book the film studio, production equipment such as, but not limited to, DSLR cameras, Blackmagic Design equipment, and use of the Green Room and Sound Room etc
- Create a working document for submission if approached by students to aid in the financials of a project production.

REQUIRED JOB SPECIFICATIONS

Required Qualification	<ul style="list-style-type: none">Bachelor's degree in Film, Communication, Broadcasting, Music Production or Sound Engineering. Master's degree is plus point.
Required Experience	<ul style="list-style-type: none">A minimum of three years proven working experience, specifically in a production house.

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
1.	Verbal and written communication skills	High
2.	MAC OS literate	High
3.	Working knowledge of Adobe Suite	High
4.	Working knowledge of Final Cut Pro	High
5.	Proficient in Microsoft Office Suite	High
6.	Ability to prioritize workload/multitasking	High