

Blue Ridge Community College - Employee Job Description

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| Position Title: Film and Video Assistant | Classification: Work Study |
| Division: Instruction | Pay Rate: \$8.50/hr. |
| Department: Arts & Sciences | |
| To apply, contact: Charlotte Taylor at (828) 694-1855 | |
| Statement of Primary Purpose: The purpose of this position is to assist in the upkeep, maintenance, and organization of Film and Video equipment and facilities, as well as assist in promotional initiatives and recruitment events for the program. | |
| Essential Functions and Responsibilities: Testing, cleaning, and light maintenance of Film equipment. Organizing/labeling equipment. Cleaning and organizing Mac lab, studios, and storage. Creation of promotional materials (updating reels, flyers, etc.). | |
| Additional Duties and Responsibilities: Assisting in recruitment events and tours. Assisting in equipment checkout. Assisting first year students with basic filmmaking questions. Assisting faculty in studio and lab setup/takedown for class projects, as needed. Documenting/filming/photographing FVP events. Making copies. Researching new technologies for possible purchase by the program. Other duties as assigned. | |
| Minimum Qualifications Education: <i>Must be a currently enrolled BRCC student.</i> Knowledge and Skills: <i>Must be self motivated and take initiative. Must be organized. Basic understanding of video and/or photography a plus. Must be able to create promotional material (flyers and/or demo reels and/or brochures). Some knowledge of film/video equipment including cameras, lenses, microphones, and accessories a plus. Knowledge of Adobe CC (including Premiere) a plus. Knowledge of Macs a plus.</i> Physical Demands: <i>Must be able to lift/carry film equipment (up to 50lbs)</i> | |
| Date Last Revised: | |