



Position Description

Digital Media Production Assistant

JOB PURPOSE

The Department of Digital Media is seeking a **Digital Media Production Assistant** to support the daily operations of the Digital Media Production Center and Media Support Services. Reporting to the Assistant Director of Digital Media, this position will assist with classroom media, video production, and equipment maintenance while ensuring the smooth execution of multimedia projects. The ideal candidate will work closely with the Digital Media team to facilitate event support, classroom technology, content creation, and technical troubleshooting.

ESSENTIAL FUNCTIONS:	% of time
Multimedia Production Support	45%
<ul style="list-style-type: none"> Assist with multimedia productions, including podcasts, studio, and remote productions. This includes shooting, lighting, and audio support. Perform audio/video editing as directed by the Multimedia Production Operations Coordinator. Capture various types of content, including events, lectures, and B-roll footage. 	
Classroom & Event Technology Support	30%
<ul style="list-style-type: none"> Set up, operate, and break down audio/visual equipment for classes and events. Provide operational support for classroom and event space technology. Offer basic troubleshooting assistance and maintain documentation of processes. Assist in training student workers on equipment usage and best practices. 	
General Support (25%)	25%
<ul style="list-style-type: none"> Assist with tasks as directed by the Assistant Director of the Department of Digital Media. Coordinate scheduling with content partners to ensure smooth production workflows. Collaborate with faculty, staff, and students to address digital media needs. Maintain and organize digital media assets for efficiency and accessibility. Participate in departmental meetings and initiatives. 	
Total	100% time

OTHER FUNCTIONS: Serves as requested on committees, task forces and community groups; partners with standing committees, and works with external rental clients to ensure a smooth in-studio experience.

QUALIFICATIONS

CREDENTIALS REQUIRED:

- Associate's degree in video production or related field required, bachelor's degree preferred.
- Previous experience in an audio-visual or media production environment.
- Experience with studio and remote video production.
- Proficiency with Adobe Premiere; familiarity with Final Cut Pro and DaVinci Resolve preferred.
- Working knowledge of Windows and/or macOS operating systems.
- Experience with general A/V setup and operations.
- Ability to follow instructions and take direction from various staff members.
- Strong reliability, professionalism, and interpersonal skills.
- Conduct themselves in accordance with the Seminary Policies and Guidelines.

PHYSICAL / ENVIRONMENTAL DEMANDS:

This position requires the ability to lift and transport A/V equipment, set up production spaces, and work flexible hours, including occasional evenings and weekends.

February 2025