

Job Description

Position Title	Assistant Studio Manager
Department	Dept. of Media & Film Studies
Works under	Senior Studio Manager
Reports to	Faculty Head, Media & Film Studies
Type of Position	2 Yr. contract (Renewable) This is a Full Time position
Shift	Primarily 2 - 10pm, Mon – Friday (could on occasion be changed or extended)

POST DESCRIPTION

- **Working under the guidance and supervision of the Instructor and Studio Manager of Ashoka University's Media Lab**, the Assistant Studio Manager will support the management and daily functions of the Department of Media & Film Studies and specifically the Media Lab. This post will also require some teaching especially in PCR functions, camera handling and shooting, readying a studio for broadcast. It requires mastery over Camera Handling, PCR Operation, Production and Post-Production Process (Radio, Audio Video, Graphics/ Animation).

This is essentially a technical post, which involves some daily administrative functions, close coordination with the teachers, student and staff community of Ashoka University. The selected candidate should be capable of the following:

- Teach students indoor and outdoor camerawork, Production Control room and other functions of studio management.
- Manage a full mock television broadcast
- Maintain a roster of the movement of equipment
- Maintain an inventory of the equipment
- Ensure the equipment is in good working order and properly stored.
- Should be able to communicate beyond hierarchies with students, colleagues and other staff at Ashoka
- Maintaining a particularly good relationship with the Procurement & IT Departments at Ashoka
- Maintaining world standard studio hygiene
- Data entry & maintaining files.

DUTIES AND RESPONSIBILITIES

- Managing the studio space, tracking all equipment and regularly updating inventory.
- Producing sign-up forms for anyone borrowing equipment and keeping track of their gate-pass daily.
- Assisting student and faculty with their studio related projects.
- Should master Camera Handling, PCR Operation, Production and Post-Production Process (Radio, Audio Video, Graphics/ Animation).
- Ability to shoot and Produce.
- Familiarity with Digital Media and Graphics.
- Must have knowledge in basic computer animation.
- Assisting & coordinating in all Media Lab classes
- Responsible for developing policies and Statement of Purpose for the studio - student and general use.
- Responsible for developing and designing a handbook for the studio.
- Knowledge of editing and the ability to teach audio and video editing with a mastery of Adobe Premier Pro, Adobe Audition will be an added advantage

REQUIRED JOB SPECIFICATION

Qualification: Post Graduate Diploma in media

Work Experience: Minimum 6 to 8 Years in Broadcast & Digital Media

REQUIRED TECHNICAL & SOFT SKILLS

- Verbal and written communication
- MAC OS and Windows literate
- Adobe Creative Suite
- Microsoft Office/ Excel
- Familiarity with Go Pro, Gimble, MoJo camera kit
- Working with Virtual Reality, Augmented Graphics
- Outdoor Shoot Production. Capable of leading student shoot trips
- Tech Savvy and interested in learning emerging technologies

Please email your CVs to Vaiju Naravane <vaiju.naravane@ashoka.edu.in>