



Job Opening: Assistant Director for Student Video Productions and Tree Stump Films Documentary Department

The Rocky Mountain Student Media Corporation is seeking **applications for the position of Student Video Productions (“SVP”) and Tree Stump Films (“TSF”) Assistant Director (“AD”)** for the 2021-2022 academic year. This position begins officially at the beginning of the 2021 academic year (summer 2021 work is highly encouraged) and concludes at the end of the academic year, with a re-appointment opportunity available.

Hours during the fall and spring are usually around 20 hours per week on average paid at \$13.00 per hour. Hours during the summer will be variable based on project and work needs. The AD will be hired by (with input from a hiring committee) and report to the Director, Owen Johnson.

Asst. Director Job Description

The AD is responsible for upholding the vision and mission of both departments and Rocky Mountain Student Media Corp (“RMSMC”). They work closely with the crew members and the Director to ensure quality work at every stage of the production process. This may include but is not limited to scheduling film shoots, training crew members, managing equipment checkout and maintenance, making revisions on edits, or creating shot lists. The AD needs to be a driven worker with excellent organizational skills, quality leadership ability, and passion for the craft and business of film and video.

An application packet for this position should include:

- A cover letter addressed to the SVP/STF Director Search Committee
- A resume
- Written responses to the short answer questions below
- A Video reel or sample work
- *Optional:* Letter(s) of Recommendation

To ensure consideration, email a completed PDF of this application packet to peter.waack@colostate.edu and ojohnson@rockymountainstudentmedia.com by **11:59 PM on Monday, April 26, 2021**. Interviews will take place soon thereafter.

All SVP staff must be CSU student (either undergraduate or graduate) admitted, degree seeking and in good academic standing. If the AD does not qualify for need-



based work-study, if they do not have need work study, they are expected to apply for non-need work-study on May 3, 2021

Thank you for your interest. Please contact Peter Waack at peter.waack@colostate.edu, or SVP Director Owen Johnson at ojohnson@rockymountainstudentmedia.com with any questions.

Rocky Mountain Student Media Corporation is committed to increasing the diversity of our staff and providing a culturally responsive work environment. We encourage applications from people of all backgrounds and abilities. While RMSMC is an independent corporation from the University, we embrace Colorado State's Principles of Community to guide us in our educational mission.

This is an off-campus work-study position (or will be); must be eligible for a need or nonneed work-study award to apply.

Colorado State University may conduct background checks on all final candidates.

Position Responsibilities include:

- Report to SVP/TSF Director
- Assist Director or Project Managers with scripting shot-lists, and statements of work if needed.
- Provide lead editors with 'in-house' revisions *before* sending to the Director or Client. Provide constructive critiques via Monday.com or Slack or can correct if unsatisfactory. Celebrate successful work with team during team meetings or via Monday.
- Check email, Monday.com and Slack accounts every day and keep them organized.
- Respond to team questions, updates, and new project entries in Monday.com and Slack.
- Work with the Director and CEO to review, order and tag new equipment.
- Maintain a good attitude!

General Skills:

- Team management
- Training: advanced camera and editing skills, able to help others improve
- Empathy and patience for both clients and team members
- Professional communication with clients
- Scheduling
- Planning and *meeting deadlines*
- Actively inclusive: treating all team members with respect and recognizing their value.



- Collaboration: the crew is a team, working together makes great projects
- Use of Monday.com (a Company/Project Management Tool) to coordinate team shoots, edits and track billing and manage client relations
- Willingness to learn
- Understanding of the video production market and current video trends

Technical Skills:

- Ability to shoot and edit professional quality video
- Advanced knowledge of cameras and equipment
- Advanced editing on Adobe Premiere Pro CC and Lightroom
- Working knowledge of other adobe CC programs, including but not limited to After Effects, Audition, Photoshop, Prelude
- Ability to write basic scripts
- Ability to storyboard/produce animatics
- Ability to foresee and prevent technical issues, as well as find solutions for technical problems
- Ability to manage and *direct* film crew during video shoots
- Production Equipment maintenance

Asst. Director Written Responses

1. What would you do as Assistant Director to create an actively inclusive, welcoming environment for all staff and visitors?
2. Provide an example of a time you struggled/were the leader of a team. What did you learn from the experience?
3. This is an educational position, everyone involved should be learning. What could you do to ensure that student staff are benefitting from working with SVP?
4. Provide an example of a time you had to provide feedback on a peer(s) work, and how you collaborated to make it better. How did you approach your peer(s) with comments/revisions?