

Position Announcement

Position Title – Youth Video Institute Instructor/Producer

The Indiana Black Expo, Inc., a 501(c)(3) non-profit organization, seeks a part-time technical assistant to provide instructional and technical support for the Manager of the Youth Video Institute.

Position Summary

Act as the liaison between YVI Manager and Youth Video Institute students and provide technical assistance as a Producer and Lead Instructor of the Youth Video Institute for the Youth and Family Program's Department. The position is part-time, consistently working twenty (20) hours per week. The position requires some local travel. The position is not eligible for benefits.

Minimum Education and Experience

- Bachelor's Degree in Telecommunications, Communications, Graphic Design or other related fields
- Two years hands-on related experience
- Direct experience with camera operation, video editing techniques, television production
- Develop programming and interact productively with youth, ages 13-19 in an instructional setting
- Possess software skills that include hands-on experience with both Windows and Mac platforms
- Manipulate software including Microsoft Office, Final Cut Pro/Express, Adobe Photoshop, iDVD, Soundtrack, Motions, and After Effects

Duties and Responsibilities

- Available to conduct classes every Monday and Wednesday from 5 p.m. until 7 p.m.
- Create a syllabus for class and assignments
- Create and administer quizzes and/or test
- Document and track student's skill set and progress
- Coordinate field trips and special outings for students.
- Communicate any malfunctioning cameras, editing units and production equipment prior to YVI class to the YVI Manager
- Transport students to and from YVI activities
- Recommend students that should advance to 360 Degrees
- Shoot and edit video projects as assigned by the YVI Manager

Examples of previous work must be provided on either a DVD or Mini-DV

Local candidates are preferred. Qualified candidates should email resumes to:

humanresources@indianablackexpo.com, or fax to IBE Human Resources at 317-925-6624 by

October 28, 2011. No phone calls please.

