

SCHOLARSHIP POSITION DESCRIPTION

POSITION: MEDIAZONE SENIOR STUDIO ASSISTANT

STRUCTURE CHARACTERISTICS:

Directly Under: Head of Mediazona

Managed by: Facilities & Operations Coordinator | Production Support, Audio-Visual Support Technician. Supervised by the Head of Mediazona

Oversee Studio Assistants by providing leadership, support, and guidance. Responsible for assisting in their training, task management, and daily operations, ensuring the smooth running of Mediazona / Mediacheck and maintaining equipment functionality.

Assist the Department, in academic and marketing tasks.

Plan and organize student workshops, events, and competitions for both students and professionals.

RESPONSIBILITIES & DUTIES:

1. Daily Operations:

- Oversee the daily functioning of Mediazona / Mediacheck, ensuring shifts and tasks are completed.
- Maintain the condition and functionality of equipment, including managing inventory and conducting checks.
- Assist in managing and supervising Studio Assistants' schedules and shifts.

2. Leadership & Team Management:

- Oversee and report on the state of Studio Assistant team.
- Provide leadership and guidance in line with Mediazona philosophy, rules, and regulations.
- Assist new Studio Assistants through training and support, especially regarding editing and production processes.
- Maintain a professional demeanor, setting a positive example for others, and ensuring that language and behavior align with the high standards of Mediazona

3. Coordination of Tasks:

- Coordinate the daily tasks of Studio Assistants and support them in problem solving.
- Assist in the smooth running of productions and post-production workflows.
- Help facilitate the completion of project deadlines and Studio Assistant in Training evaluations.

4. Administrative Support:

- Assist with administrative duties, such as timesheets, budgets, and any other tasks as needed.

5. Event Planning & Execution:

- Plan, organize, and execute the Mediazona Student Team Year-End Event.

6. Reporting & Meetings:

- Hold regular meetings (at least once per semester) with Studio Assistants and provide reports on their progress.
- Report any issues or problems related to the Studio Assistant team.

QUALIFICATIONS:

- **Languages:** Proficiency in English. Knowledge of Greek is an advantage.
- **Technical Skills:**
 - High video production skills with experience in Adobe Premiere.
 - Basic graphic design skills, familiarity with Photoshop, and strong computer skills.
- **Education:** Master's in a media-related field is considered an advantage.

CONTRIBUTIONS TOWARDS STUDENT ACCOUNTS:

Currently the Scholarship amount for a Senior Studio Assistant is based on 5.00 Euro per hour.

Please note that Senior Studio Assistant is required to volunteer part of the shift as well as some hours related to special projects. Remuneration for special projects is strictly potential, and under the discretion of the Head of the Department.