

SCHOLARSHIP POSITION DESCRIPTION

POSITION: MEDIAZONE SENIOR STUDIO ASSISTANT

STRUCTURE CHARACTERISTICS:

Reports to: Head of Mediazone

Works closely with: Facilities & Operations Coordinator | Production Support, Audio-Visual Support Technician.

The **Mediazone Senior Studio Assistant** is a senior student role providing leadership, operational, and technical support within Mediazone / Mediacheck. The Senior Studio Assistant supports the Studio Assistant team by providing guidance, assisting with training and task coordination, and contributing to the smooth running of daily operations.

The Senior Studio Assistant also supports the Department with academic and marketing-related activities and assists in the planning and organization of student workshops, events, and competitions for students and professionals.

One Senior Studio Assistant is selected from the existing Studio Assistant team following an evaluation of their performance, technical skills, leadership abilities, and overall contribution to Mediazone.

RESPONSIBILITIES & DUTIES

1. Daily Operations

- Support the daily functioning of Mediazone / Mediacheck and ensure that assigned shifts and tasks are completed.
- Assist with monitoring the condition and functionality of equipment, including inventory checks and reporting any issues.
- Assist with coordinating Studio Assistant schedules and shifts.

2. Leadership & Team Support

- Provide leadership, guidance, and support to Studio Assistants in accordance with Mediazone's philosophy, rules, and procedures.
- Support new Studio Assistants through training and guidance, particularly in editing and production processes.
- Monitor the progress and performance of Studio Assistants and report relevant issues to the Head of Mediazone.
- Maintain a professional and respectful attitude and set a positive example for the Studio Assistant team.

3. Task and Production Coordination

- Coordinate daily tasks and provide support to Studio Assistants in resolving operational and production-related issues.
- Assist with the smooth running of production and post-production workflows.
- Support the completion of project deadlines and assist with Studio Assistant in Training evaluations.

4. Administrative Support

- Assist with administrative tasks, including timesheets, records, and other departmental requirements as needed.

5. Event and Activities

- Assist with the planning and organization of student workshops, events and other Mediazone activities.
- Plan and coordinate the Mediazone Student Team Year-End Event.

6. Reporting & Meetings

- Hold regular meetings with Studio Assistants, at least once per semester, to discuss progress, challenges, and operational matters.
- Provide feedback and reports on the Studio Assistant team when required.
- Report operational, technical, or team-related issues to the Head of Mediazone.

QUALIFICATIONS

- **Languages**
 - Proficiency in English.
 - Knowledge of Greek is an advantage.
- **Technical Skills**
 - Strong video production and editing skills.
 - Good working knowledge of Adobe Premiere Pro.
 - Basic graphic design skills and familiarity with Adobe Photoshop.
 - Good understanding of audiovisual production workflows and equipment.
 - Strong problem-solving and technical troubleshooting skills.

CONTRIBUTIONS TOWARDS STUDENT ACCOUNTS:

Scholarship Rate: The scholarship contribution for a Senior Studio Assistant is currently calculated at €5.00 per hour.

Volunteer Hours: The Senior Studio Assistant is expected to contribute a portion of their assigned shift on a voluntary basis, as well as support certain special projects where required. Remuneration for special projects is strictly potential, and under the discretion of the Head of the Department.

Students are responsible for monitoring and managing their University account balance. Any positive balance remaining upon graduation will not be paid to the student by the University.