POSITION: MEDIAZONE STUDIO ASSISTANT IN TRAINING

STRUCTURE CHARACTERISTICS:

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

The Studio Assistant in Training role at Mediazone, University of Nicosia, offers students hands-on experience working in a dynamic media environment. This is a training role position on a volunteer basis tailored for students, providing them with an opportunity to gain skills in servicing students /faculty: managing equipment / facilities and assisting with various media-related tasks.
Students successfully acquiring this position have the potential to move forward and gain a position as a Studio Assistant. This is pending: Successful completion of Training / Certificate, and assessments and at the discretion of the Head of Mediazone.

RESPONSIBILITIES & DUTIES:

- Assist in the daily operations of Mediazone facilities.
- Support students and faculty in the use of media equipment and software.
- Help with checking in/out equipment and ensure it returns in proper condition.
- Conduct maintenance and inventory checks alongside Broadcast & IT Technician.
- Prepare studios and equipment for classes and projects as requested by instructors.
- Participate in Mediazone and University events, including video recording and assisting in projects.
- Write blog posts and submit audiovisual materials as needed.
- Maintain a clean and organized work environment.
- Must uphold and enforce all Mediazone policies, procedures, rules & regulations.
- Maintain a professional demeanor, setting a positive example for others, and ensuring that language and behavior align with the high standards of Mediazone

Additional information and duties as required listed in the Studio Assistant Job Description, which accompanies this document.

QUALIFICATIONS:

- Have a media or a communications relevant major.
- Have attended at least one of the basic level practical courses: Video Production or Audio Production.
- Have CPA of 2.7 or above.
- Have a good knowledge of Greek and English.
- Have basic computer skills.

IMPORTANT

Studio Assistant in Training is NOT responsible for teaching students how to use software or hardware. Faculty members are responsible for teaching students the proper care and operational procedures of all video / audio equipment as well as how to use video and audio editing software as part of their courses. Studio Assistant may assist a student who has questions and guide them towards available information, but under any circumstances CANNOT "conduct a lesson" on any topic or "do it for them". The student must have base knowledge of the equipment / software / hardware that are using. Students are responsible for referring to the Mediazone website for all procedural & operational facility / equipment information.