

POSITION: MEDIAZONE STUDIO ASSISTANT IN TRAINING

STRUCTURE CHARACTERISTICS:

Reports to: Head of Mediazone

Works closely with: 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. It is a structured training position on a volunteer basis designed to develop practical skills in Mediazone operations, equipment and facilities management, and student and faculty support.

Studio Assistants in Training work alongside experienced Studio Assistants and Mediazone staff while developing the knowledge, technical skills, and professional standards required to progress to the Studio Assistant position.

RESPONSIBILITIES & DUTIES

- Assist with the daily operations of Mediazone facilities.
- Provide basic operational assistance to students and faculty and direct them to the appropriate Mediazone procedures, resources, and information.
- Assist with equipment check-in and check-out and ensure that equipment is returned in proper condition.
- Assist with equipment maintenance and inventory checks alongside the Production Support / Audio-Visual Support Technician.
- Prepare studios and equipment for classes and projects as requested by instructors.
- Participate in Mediazone and University events, including video recording and other production-related activities.
- Assist with the preparation of blog posts and the submission of audiovisual materials as required.
- Maintain a clean, organized, and professional working environment.
- Follow and uphold all Mediazone policies, procedures, rules, and regulations.
- Maintain a professional and respectful attitude and contribute positively to the Mediazone working environment.

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

QUALIFICATIONS

- Enrolled in a relevant Media or a Communications related program.
- Successful completion of at least one basic-level practical course in Video Production or Audio Production.
- Minimum CPA of 2.7.
- Proficiency in English.
- Knowledge of Greek is an advantage.
- Basic computer skills.

COMPENSATION & PROGRESSION

The Studio Assistant in Training position is a volunteer training role designed to prepare students for appointment as a Studio Assistant through a structured training and practical development program. Progression to the Studio Assistant position is subject to successful completion of the required stages, satisfactory performance and the approval of the Head of Mediazone.

Stage 1: Training (September or February)

Studio Assistants in Training must complete the training program and successfully pass the required examination.

Stage 2: Practical Placement (One Academic Semester)

Upon successful completion of Stage 1, Studio Assistants in Training will complete one full academic semester working alongside an experienced Studio Assistant.

During this period, they will receive supervised, hands-on experience in Mediazone operations, equipment, facilities, and student support.

At the end of the practical placement semester, each Studio Assistant in Training will undergo a performance evaluation.

Studio Assistants in Training who meet the required performance standards will be invited to participate in the next available training cycle. Studio Assistants in Training will receive a €300 stipend at the end of the practical placement semester, provided they have satisfactorily completed the Mediazone program requirements.

Stage 3: Training (September or February)

Following a successful practical placement and performance evaluation, Studio Assistants in Training must complete the second training program and successfully pass the final examination. Upon successful completion of all program requirements, and at the discretion of the Head of Mediazone, they may be appointed as a Studio Assistant.

Additional Development Requirements

If, following any assessment, examination, or the practical placement, it is determined that additional development is required, the Head of Mediazone may require Studio Assistant in Training to repeat the relevant stage of the program before progressing or being appointed as a Studio Assistant.

The repeated stage will focus on the areas identified during the evaluation, and Studio Assistant in Training must successfully complete all associated training requirements and assessments before becoming Studio Assistant.

Where the repeated stage includes an additional practical placement semester, the trainee will continue to receive the €300 stipend at the end of that semester, provided they have satisfactorily completed the Mediazone program requirements.

IMPORTANT

Studio Assistants in Training are not responsible for teaching students how to use software, hardware, or audiovisual equipment.

Faculty members are responsible for teaching students the appropriate use, care, and operational procedures of video and audio equipment, as well as video and audio editing software, as part of their courses.

A Studio Assistant in Training may assist a student with basic questions, provide general guidance, and direct the student to the relevant Mediazone information and resources. However, they must not conduct lessons, provide formal instruction, or complete work on behalf of a student. Students are expected to have the required basic knowledge of the equipment, software, or hardware they are using. Students are responsible for referring to the Mediazone website and available Mediazone resources for procedural, operational, and facility/equipment information.