

Technical Assistant - New York Campus

Job Details

- Level - Experienced
- Job Location - New York - New York, NY
- Remote Type - N/A
- Position Type - Part Time
- Education Level - 4 Year Degree
- Salary Range - \$18.00 Hourly
- Travel Percentage - Negligible
- Job Shift - Any
- Job Category - Education

The New York Film Academy was founded in 1992 on the belief that a top-quality education in filmmaking should be accessible to anyone with the drive and ambition to make films. The school opened at Robert De Niro's Tribeca Film Center in New York City, and has expanded worldwide to include campuses in New York; Los Angeles; Miami; and Gold Coast, Australia.

The mission of the New York Film Academy is to educate students interested in the field of visual storytelling. NYFA courses have been designed to increase students' creativity and technical expertise through an intense regimen of hands-on and classroom instruction. The Academy's goal is to enrich its students as visual storytellers by helping them realize their personal artistic visions. NYFA's expectations center on the growth of each student as a creative individual. NYFA is accredited by the WASC Senior College and University Commission and the National Association of Schools of Art and Design.

The New York Film Academy is committed to diversity within its community of students, faculty and support staff. NYFA encourages applicants—who themselves may have a diverse background and who will be dedicated to contribute further to the diversification of the NYFA community.

In recruiting new members to the NYFA community, NYFA seeks individuals who are purpose-driven, committed to belonging and have a bias for action. NYFA is on the move and it wants entrepreneurial thinkers, ready to create and lead higher education with it. NYFA is becoming a learning organization where innovative ideas and approaches are promoted.

POSITION SUMMARY:

Under the general supervision from the Equipment Manager and Sr Director of Operations & Administration, the New York Film Academy (NYFA) Technical Assistant (TA) will assist and provide be hands on assistance with the safety of technical equipment for film shoots, events, and other day-to-day related to job responsibilities.

REPRESENTATIVE RESPONSIBILITIES:

- Ensure safety of students and employees.
- Oversee students and ensure their proper technical and safe use of equipment.
- Offer technical assistance to students.
- Work as additional film crew on certain workshops. (Crew Positions: DP, AC, Sound Mixer, Boom Operator, Grip, Gaffer, AD, Producer, Editor, Driver, D.I.T, Driver)
- Livestream
- Label and deliver media.
- Safely pack, Test and deliver film equipment to and from locations.
- Set up gear and film events as well as receptions (i.e. food).
- General technical assistant support for school.
- Other related duties as assigned by the Equipment Manager and the Sr Director of Operations & Administration; and by senior management.

KNOWLEDGE AND COMPETENCIES:

- Broad knowledge of the industry and professional related experience
- Camera knowledge: 5D, C100, C300, RED Scarlet, RED Epic Dragon, Arri SR, Arri 535B, Panavision, Arri Alexa, Blackmagic, Sony
- Audio knowledge: Zoom Recorders, Roland R44 Mixer, Wireless Lavaliers, Sennheiser, Sound Devices
- Grip & Electric experience required.
- A/V experience preferred.
- Excellent interpersonal skills with demonstrated ability to develop and maintain positive working relationships with individuals from diverse backgrounds including student, faculty and staff.
- Excellent written, interpersonal and verbal communication skills.
- Excellent skills in database management and record keeping.
- Excellent organizational skills and attention to detail.
- Strong customer service skills with the ability to meet and serve the public, both in person and by telephone, tactfully and effectively.
- Ability to work well in a team atmosphere.
- Perform basic math
- Understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions.
- Specific knowledge required to satisfactorily perform the functions of the job includes:
business telephone etiquette; computer operation/skills; and office methods and procedures standard office software.
- Ability to work independently with minimal supervision.
- Ability to analyze and present complex data.
- Ability to communicate effectively both orally and in writing.
- Ethical / Honest - evidence of the practice of a high level confidentiality.
- Service and Action oriented – does what it takes to meet the expectations of customers.
- Collaborative – enlists information from all sources to ensure the best solution to an issue.

EDUCATION, EXPERIENCE AND CERTIFICATION:

- Bachelor's degree preferred. Experience may substitute for required education up to 4 years
- Film/video production experience required.
- Experience providing technical support on film shoots and art events.
- Experience driving box trucks or lift gate trucks preferred.
- Experience working in a higher education, academic setting.
- Experience working in a fast pace, multi-tasking, results drive environment with attention to detail.
- Intermediate proficiency with Microsoft Suite – Word, Outlook, Excel, PowerPoint.