

# Producing Instructor - South Beach (Miami)

## Job Details

Level - Experienced  
Job Location - South Beach - Miami Beach, FL  
Remote Type - N/A  
Position Type - Part Time  
Education Level - 4 Year Degree  
Salary Range - Undisclosed

Travel Percentage - Negligible  
Job Shift - Day  
Job Category -Education

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## **New York Film Academy, Miami Beach, FL**

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.

## **POSITION SUMMARY:**

Under the general supervision from the Chair of the Department, the New York Film Academy (NYFA) – South Beach Campus Producing Instructors will provide instruction for students to develop practical skills & theoretical knowledge for their respective disciplines. Additionally, faculty members may be called upon to serve on departmental committees, thesis committees, final projects, and as other departmental support.

## **REPRESENTATIVE RESPONSIBILITIES:**

*The following responsibilities are general duties that a particular employee in this position may or may not be required to perform. The day-to-day duties required of this position may vary.*

- Deliver instruction in accordance with the learning objectives set for the course, including practical skills, methods, theories and techniques.
- Provide one-on-one consultations with students, if and when necessary.

- Develop & manage course syllabus materials & lesson plans.
- Facilitate peer assessment and encourage discussion & constructive criticism in class.
- Assess student work, including but not limited to, assigning projects, papers and exercises.
- In accordance with Academic and Attendance policies and guidelines, submit attendance & grades promptly to the Registrar's Office.
- Inform the appropriate administrative staff if students are not meeting academic standards and need academic support; if students are suspected of committing plagiarism; if incidents occur in class which cause an unsafe learning environment for students & faculty.
- Adhere to institution-wide policies & procedures and follow the correct protocol with respect to disciplining students.
- Attend & participate in faculty meetings and/or departmental curricular meetings, if requested by Department Chair.
- If requested, serve as advisors or on thesis committees and evaluate undergraduate or graduate student thesis work.
- Prep and organize gear for class; can include, but is not limited to film and digital cameras, lights and various stands (no gear out weights 35 lbs)
- Participate in day long production workshops as a supervising instructor (no lifting).
- Organize and direct final projects, which have been worked on in class, including final films and performances.
- Guide students through hands on classes, handling the equipment doing some minor lifting and shifting of gear that students will use for their intermediate and thesis films (again no gear out weights 35 lbs).
- Other duties as assigned by Department Chair, Co-Chair, Campus Dean or senior management.

#### **KNOWLEDGE AND COMPETENCIES:**

- Broad & in-depth knowledge of the subject area or discipline where they teach.
- Substantial professional experience in their respective department.
- Excellent oral, written communication and interpersonal skills to interact effectively with the various constituencies of the Academy, alumni, media, and community at large.
- Excellent organizational skills.
- Ability to establish and maintain effective working relationships with administrative personnel, faculty, classified staff, students and the general public.
- Ability to work independently and simultaneously on projects of varied complexity, carrying out each to its conclusion with a very high level of effectiveness.
- Must possess ability to exercise group leadership skills, which emphasize collaboration, consensus building, conflict resolution, and problem solving.
- Must possess ability and willingness to manage multiple priorities and projects.
- Ability to foster an innovative environment that attracts high-quality faculty, students, and staff by stimulating creativity, research, teaching, and learning.
- Ability to identify opportunities and to convert challenges into innovative solutions and programs that will advance the future of the institution.
- Ability to work in a highly demanding, multiple task environment, with changing priorities is key.
- Ethical/Honest - evidence of the practice of a high level confidentiality.
- Service and Action-oriented – does what it takes to meet student expectations.
- Collaborative – enlists information from all sources to ensure the best solution to an issue.

#### **EDUCATION, EXPERIENCE and CERTIFICATION:**

- Minimum of a Bachelor's degree and substantial industry & teaching experience for instructors teaching undergraduate and certificate programs. Experience may substitute for required education up to four (4) years.
- Minimum of a Master's degree and substantial industry & teaching experience for instructors teaching graduate programs or courses in the Liberal Arts & Sciences.
- In the absence of an undergraduate or graduate degree, the instructor's training exceptional body of work, relevant experience, teaching experience and training in their specified field will be evaluated & documented in a formal degree-level rubric.
- Experience teaching producing or related field curriculum.
- Knowledge of scheduling and budgeting for film/TV, along with experience using Movie Magic scheduling/budgeting (or similar type of software).
- Experience with course management systems and effective teaching methodologies.
- Experience with innovative teaching approaches (i.e. collaborative learning, engagement, problem-based learning).
- Experience working in an academic environment.
- Experience working in a fast pace multi-tasking results drive environment with attention to detail.
- Intermediate proficient in Microsoft Suite – Word, Excel, and PowerPoint; and with Google documents.

*New York Film Academy ("NYFA") is an equal opportunity employer. Prospective employees will receive consideration without discrimination because of race, creed, color, sex, gender, gender expression, gender identity, sexual orientation, age, religion, national origin, ancestry, mental disability, physical disability, medical condition, genetic information, marital status, military and veteran status, or any other basis protected by law.*