

Job Title: Technical Studio Manager – Lecture Recording Studio

Department: Dean, Digital Content Transformation

Reports To: Dean/Associate Dean, Digital Content Transformation

Required Qualifications

- Bachelor's degree in Media Production, Computer Science, Electronics, Mass Communication, or a related field.
- 2+ years of experience in a media production, A/V setup, or educational content creation role.
- Strong knowledge of professional video cameras, interactive displays, microphones, and recording software.
- Proficiency in video editing and familiarity with screen recording tools (e.g., OBS Studio, Camtasia, etc.).

Key Responsibilities

Studio Operations

- Set up, operate, and maintain professional camera systems, microphones, lighting rigs, and interactive displays.
- Ensure optimal studio conditions (lighting, soundproofing, and layout) for high-quality recordings.
- Troubleshoot and resolve technical issues during live or recorded sessions.

Faculty Support

- Assist faculty in using the interactive display and teleprompter.
- Guide presentation techniques and ensure smooth recording sessions.
- Schedule and manage recording sessions in coordination with academic departments.

Post-Production

- Perform basic video editing (cutting, transitions, branding) using software like Adobe Premiere Pro, Final Cut Pro, or DaVinci Resolve.
- Sync audio and video, add overlays, slides, titles, and other relevant graphics.
- Export, compress, and upload content to the university's Learning Management System (LMS) or content platform.

System & Data Management

- Organize and archive video content systematically.
- Back up data regularly and ensure content security.
- Maintain equipment and recommend upgrades or repairs when necessary.

Desirable Skills

- Good communication and interpersonal skills to work effectively with faculty and staff.
- Ability to manage time and handle multiple recordings/editing projects.
- Familiarity with e-learning platforms and video content standards.
- Basic graphic design skills (Photoshop, Canva) would be a plus.

Last date of applying – 28th May 2025