



Doc School Coordinator (NUTV)

Honorarium: \$2000 for approx. 150 hours over 16 weeks (May – Aug. 2010)

Level of Education required: University/College graduate

NUTV is looking for emerging documentary filmmaker to coordinate Doc School 2010, the sixth year of our successful series. This is an excellent chance to network with filmmakers in the local documentary community.

Tasks & responsibilities

- Provide one *6-hour* workshop to contribute to the documentary workshop series for 'Doc School 2010'
- Schedule workshop instructors for an additional four or five *6-hr* workshops and booking of all peripheral materials needed (as per previous years of Instructors)
- Run production meetings to help selected participants with the creation of their short docs: *1.5-hour* meeting per week during principal photography (May & June)
- Review progress of edit: *2-hour* meeting per week during edit (July & Aug)
- Document (photo stills) behind-the-scenes, using NUTV digital camera

Requirements

- The successful applicant must have produced or directed at least one documentary for broadcast or festival play
- Final Cut Pro non-linear video editing experience and operation of digital video cameras
- Knowledge of documentary practice to share with participants
- Efficient scheduler, outgoing, & courteous – you will be interacting with outside agencies and the local filmmaking community
- Leadership – able to engage participants, and help fulfill sponsor requirements

Assets

- Workshops or exhibitions given in the community
- Knowledge of documentary traditions, history, important issues
- Production experience.

NUTV encourages applications from members of visible minority groups, persons with disabilities and Aboriginal/First Nations peoples. You will be reporting to the NUTV Producer & Program Director, and working with other NUTV Staff during the contract. The Successful applicant will develop producing, managerial and administrative skills.

Application Deadline: Friday April 23, 2010 at 4:00 p.m.

Send resume and cover letter by e-mail to:

jthardjo@ucalgary.ca, (SUBJECT: Doc School Coordinator)

Justin Hardjowirogo/Producer & Program Director, NUTV
403-220-6715