



POSITION DESCRIPTION: MEDIA AND PROGRAM ASSISTANT

Working under the supervision of the Director of Education, the Media and Program Assistant is primarily responsible for providing program assistance to Venice Arts' Arts Mentoring & Education program for youth, and providing media and technical support across the organization. Working a Tuesday-Saturday schedule, and expected to start May 1, 2017 specific responsibilities include:

PROGRAM ASSISTANCE

Youth and Families

1. Complete content up-dates to the Art Mentoring workshop/outreach flyer.
2. Support youth outreach and registration activities.
3. Calendar and implement youth and parent e- and print-communications at least once per session for program updates, announcements of College Track activities, and related.
4. Do exhibit printing and installation, as requested.

Volunteer-Mentor Coordination

1. Implement outreach to volunteer artists, mentors, and others including up-dating volunteer positions on the website, updating online postings, and related activities.
2. Up-date volunteer materials (outreach flyers, application forms) and assure that they are accurate.
3. Provide applications to interested individuals and answer basic questions about volunteer opportunities.
4. Keep a process log of volunteer paperwork, including Live Scan background checks and, if relevant, DMV checks, assuring that they are received in a timely manner.

Data Entry and Reports

1. Work with the Administrative Assistant to assure that all student files are accurately entered into the database and that hard folders are accurately filed with all pertinent information.
2. Provide reports for the database, at least once per quarter and as requested, on student participation data, including attendance, retention, and demographics.

MEDIA AND TECHNOLOGY

Website

1. Upload work samples and mentoring images provided by staff Leads at key points in the workshop cycle (start-up, mid-way, end), and post "best of" galleries and/or special project features.
2. Document classes and other, Youth Art Mentoring activities (classes, College Track, Advanced Studies) at key points in the workshops cycle or when special activities are being held.

Tech and Media Support

1. Provide first-line IT and OS support across the entire organization.

Visual Archive and File Management

1. Using Venice Arts' archiving protocol, archive photos, films, and multi-media—re-touched and entered no later than two weeks following the end of each session—and assure media is accurately tagged with metadata (e.g., title, name, age, project, keywords, etc.).
2. Archive works from the annual, culminating exhibitions, as well as "best-of" exhibitions (Photo L.A., special events, etc.), assuring that they are included in their own archive folder by event.
3. Handle all image requests from staff and image preparation (color correcting, resizing, printing, etc.).
4. Train faculty on Venice Arts' file management protocols, periodically checking to assure that they are being followed, and on managing class files on computers and/or external drives.



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Equipment and Labs

1. Set-up/break-down classes in shared spaces, assuring equipment is accounted for and in working order.
2. Organize, maintain, and regularly inventory all labs, materials, supplies, and equipment.
3. Wipe computer drives and install new or updated software at the end of each workshop cycle.
4. Assure the software external drive is updated with current software and related licenses.
5. Maintain the “equipment use” calendar to assure that program planning considers the availability of space, equipment, the van, etc.
6. Maintain a secure method for checking out and receiving back equipment for classes, as well as loaned equipment to advanced students.

Teaching Assistant

1. Act as a Teaching Assistant in at least one workshop per academic cycle.

Other Program Support

1. Provide other program support, as requested.

QUALIFICATIONS AND EXPERIENCE

The ideal candidate is a graduate of a photography, photojournalism, or multi-media program with experience working in analog and digital formats. She or he must be extremely well-organized, detail-oriented, and able to manage multiple priorities. She or he demonstrates a high level of expertise with cameras, computers, and software, particularly image management software and the most current versions of Photoshop and Lightroom. Familiarity with Adobe Premiere a plus. Candidate should be familiar with a variety of scanners and large format Epson inkjet printers; extremely comfortable with technology; and experienced with tech-based problem-solving. Applicant must know the ins and outs of Mac OS X 10.5 or higher but need only have a basic knowledge of HTML to apply.

Must be committed to the education and development of youth; an understanding of the needs of “at-risk”, low-income youth is a plus, as is experience in a mentoring program.

Salary: This is a non-exempt, full-time position with a compensation package that includes a salary of \$33,280 to start, paid vacation and health benefits available after 90-days, and an opportunity to pay into a 401k.

To Apply: Send résumé with a cover letter highlighting relevant experience to jobs@venice-arts.org. Please indicate: Media and Program Assistant in subject line. Please: No phone enquiries or walk-ins. Portfolio, curricular, or other materials may be requested if an interview is scheduled.

MISSION

Venice Arts ignites, expands, and transforms the lives of Los Angeles’ low-income youth through photography and film education, and uses its participatory storytelling practices to amplify the voices of underrepresented communities around the world.

Venice Arts is an Equal Employment Opportunity Employer.