

POSITION:

Media Technician Internship



JOIN OUR TEAM!

At Charter Arts, creativity and community abound! Help us ensure that ALL of our students have access to a rigorous and engaging learning environment in a creative, inclusive, and collaborative arts high school.

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www.CharterArts.org

VISION: To develop the next generation of collaborative artists and innovative thinkers who will impact the world with their unique vision and voice.

MISSION: Lehigh Valley Charter High School for the Arts provides a unique environment that fosters a creative, academic approach to learning and a development of talent in the arts. Built upon passion, discipline and a commitment to excellence this integrated educational experience inspires all students to believe in themselves and what they can accomplish.

TO APPLY: Submit your cover letter, resume, three letters of recommendation, certification (if applicable), and clearances as one PDF document to jobs@charterarts.org by no later than **October 22, 2021**.

Lehigh Valley Charter High School for the Arts (Charter Arts) is a non-profit 501(c)3 tax-exempt corporation founded in 1998. Charter Arts is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

<p>Job/Position Specific Requirements:</p> <ul style="list-style-type: none">● Clear and effective communication with Charter Arts staff and event organizers● Ability to set up, run, and strike live sound equipment and video equipment.● Punctuality and dependability● Flexibility in scheduling; evening and weekend hours required● 1 year experience in providing sound and video event support● Dante experience desirable● Final Cut X and Adobe Creative Suite experience desirable
<p>Reporting Relationship(s): Digital Media Specialist and AP of Operations</p>

JOB PURPOSE

This position is a part time, paid internship position. This employee will have a variable schedule based on evening and weekend event needs. The internship will run from November 1, 2021 through May 13, 2022.

Essential functions of the job may include but are not limited to the following:

- Enhance the attainment of the district’s mission, vision, expectations, and goals
- Providing audio and video support for Charter Arts Events in our theatre, school building, and events as needed and as assigned
- Supervising and assisting students operating sound and video equipment during events and performances
- Assisting the Digital Media Specialist with project-based classes in the Production Studio
- Provide photography services as needed
- Additional duties as assigned

CRITERIA FOR SELECTION:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Candidates from diverse backgrounds are welcomed and encouraged to apply.
- Artistic faculty are required to be active professionals in the field in which they are seeking employment and should provide evidence of this with his/her application.
- Ability to establish and maintain positive, cooperative, and effective working relationships with others
- Ability to communicate effectively orally and in writing.
- Ability to follow written and verbal directions using correct grammar, sentence structure, and spelling. Ability to interpret, analyze and problem solve both written and verbal communications.
- Perform all other related work delegated or required to accomplish the objectives of the total school program.
- Must have and maintain high expectations for self and all students and team members.
- Demonstrates creativity and leadership.
- Knowledge and implementation of relevant technology.

PHYSICAL QUALIFICATIONS:

This list covers the most significant essential and marginal functions but does not exclude other occasional responsibilities and accountabilities, the inclusion of which would be in conformity with the major purpose of this job.

- Ability to operate office/classroom equipment
- Ability to use computer technology and other technology as appropriate for the specified position
- Must appropriately handle confidential information; ability to use computers and other AV equipment for group meetings, presentations, projectors, and video equipment
- Physical ability to: Sit 40%; Walk/Stand: 55%; Drive 5%
- Manual dexterity for repetitive movement of fingers and hands for keyboarding
- Ability to lift objects of moderate weight from 15 to 30 pounds
- Artistic high school environment

Notes:

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

Once your application is reviewed, you may be contacted for a phone interview. Final interview candidates are required to submit up-to-date Act 168, 19, state and federal criminal background checks, and a child abuse clearance to be considered for employment at the Lehigh Valley Charter High School for the Arts. If an applicant is unable to provide these documents upon request, the candidate will not be offered a position. All application materials will be saved for a period of up to three years.

Since we are hiring for various positions, it may take us some time to review your application materials and begin the interview process for the position for which you applied.