



# Office of Talent

## Job Postings for Schools for part-time or EC

### Employment Information

**Job Title: PSTV Workshop Presenters for Workshop Series**

**Date Requested: March 1, 2017**

**Presenters are needed to provide after-school training sessions on various media industry workshops.**

**Selected presenters will provide a workshop series on a variety of topics related to the core of Media & Digital production aspects. These will be 7-week classes for Middle and High school students from 4-6PM at PSTV located at the District Office.**

There are two different areas of media production competencies. See details below.

#### **Video and Audio Editing**

We are seeking instructors that are proficient in one or multiple aspects of Adobe Creative Cloud, Adobe Premiere, Final Cut Pro, and Audio recordings softwares as GarageBand, ProTools, Logic, Reason and Audacity. These classes will be 7 weeks long and take place 1 day a week (day of week to be determined based on instructor availability) from 4-6pm (minimum 5; maximum 15 students). This is an introductory course. The scope of these workshops are to take a student from no knowledge to basic fundamentals in the above stated programs. Future courses will support more advanced students.

#### **Media Production**

We are seeking instructors with Media Production background and proficient in one or multiple aspects of Photography, Scriptwriting, Documentary Filmmaking, Journalism, Animation, Social Media Ethics, and Visual Storytelling with smart devices. Workshop Series will be scheduled at PSTV studios. These classes will be 4 weeks long and take place 1 day a week (day of week to be determined based on instructor availability) from 4-6pm, (minimum 5; maximum 15 students). This is an introductory course. The scope of these workshops are to take a student from no knowledge to basic fundamentals in the above stated programs. Future courses will support more advanced students.

If enrollment fails to meet the required minimum, workshops may be canceled. Presentations and other training materials will be supplied by presenter and PSTV will provide equipment for use. Lead presenters will be responsible and compensated for setup and cleanup of the training site (up to 30 minutes prior and 30 minutes post course), collecting attendance sheets, and troubleshooting any technical issues that may arise during the workshop. These positions could carry on for a full year, will be based on instructor's proficiency level.

- Be able to deliver a PSTV Workshop series on the identified topic(s)
- Set up/clean-up training location (lead presenter rate paid)
- Collect attendance sheets; return attendance to PSTV
- Must enjoy working with students in a hands on training environment
- Manage diverse skill/knowledge levels of participants
- Troubleshoot any technical issues that may arise during the session
- Various series will be held on different days of the week

### Minimum Requirements

Experience providing professional experience on industry standard and career and college related topics to students in a hands-on environment

No anecdotal record on file and not subject to any disciplinary action within the past 18-months

Willingness to collaborate and improve with feedback

Functionality, professional conduct, ability to follow directions

**Specific Criteria**

Expert knowledge of (in one or multiple areas) Editing, Photography, Scriptwriting, Documentary Filmmaking, Audio Production, Adobe After Effects, Adobe Photoshop, ENG production, Journalism, Animation, 360 VR, ProTools, Logic, Reason, Garage Band, Social Media Ethics, Audacity, Visual Storytelling with smart devices.  
Provide industry standard curriculum to be approved by PSTV  
Attendance required at School District's PSTV  
Provided training and support to students  
Must be able to demonstrate knowledge first hand

**School: PSTV - 440 N. Broad** **Region:**

<b>Dates:</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
<b>Hours:</b>	<b>Instructor Discretion</b>	<b>Instructor Discretion</b>	<b>Instructor Discretion</b>	<b>Instructor Discretion</b>	<b>Instructor Discretion</b>		

**Hourly Rate: \$39.87/hour (lead presenter)** **Benefits:**

<b>Yes</b>	<b>No</b>
	<b>X</b>

**Start date: March 31, 2017** **End date:**

**Office Requesting Announcement: PSTV**



**Send letter of interest and resume to Shelley Wolfe (email below)**

**Contact Name: Shelley Wolfe**

**Contact Phone: 215-400-5589** **Email pstv@philasd.org**

**Once the form is completed, please email the form to .  
This form is for the School District of Philadelphia USE ONLY**