ZAYTUNA COLLEGE

Job Title:	Audiovisual Production Assistant
Department:	Marketing
Reporting To:	Audiovisual Manager
FLSA Classification:	Non-Exempt
Job Category:	Regular, Full-Time
Location:	Berkeley, CA

ABOUT ZAYTUNA COLLEGE

Zaytuna College is America's first accredited Muslim liberal arts college that offers a Bachelor of Arts degree in Islamic Law and Theology, as well as a six-week Summer Arabic Intensive program that fulfills the (Arabic) language prerequisite for incoming freshmen. The College aims to restore the centrality of the pursuit of knowledge among Muslims that has always been the hallmark of Islamic tradition. The primary mission of the College is "to educate and prepare morally committed professionals, intellectuals, and spiritual leaders, who are grounded in the Islamic scholarly tradition and conversant with the cultural currents and critical ideas shaping modern society." A central goal of the College is to reintegrate the once vital and influential voice of Muslim thought and erudition back into the ongoing Western Conversation of Great Ideas within the context of our new globalized society informed largely by shifting Western values.

THE POSITION

Our Marketing team is looking for someone who is creatively bold with a refined artistic aesthetic and is naturally talented in the audio-visual arts. The candidate for the Audiovisual Assistant role is creative, strategic, highly organized with an unsurpassed attention to detail. The AV Assistant should be just as comfortable behind a camera as they are behind a desk.

ESSENTIAL FUNCTIONS

The following are the primary day-to-day responsibilities for this position. These are not exclusive or all-inclusive. Other duties may be required and assigned.

Duties and Responsibilities
- Assists with both pre-production, live production, and post-production tasks for photography and video assignments.
- Assists with set-up, and breakdown of AV gear used for live events and recordings.
- Upload, tag, and organize photo and video files to offline and online storage media/platform.
- Keeps track of AV requests and event calendar.
- Ability to travel locally and out of state to record Zaytuna events and student activity.
- Transcribe short-form video for use as subtitle tracks on social media.

- Fulfills other audio/visual-related duties as determined by the Audiovisual Manager.

QUALIFICATIONS AND EXPERIENCE

Education/Certification

- Minimum of a bachelor's degree in related field or a combination of transferable work experience/certifications.

Experience

- Audiovisual Assistant: Minimum 2 years
    a. At least two years capture and edit experience with digital photography and videography gear.
- At least two years' experience editing with Final Cut Pro X.
- Adobe CS: 1-2 years
    a. Proficiency with the following Adobe software: Photoshop, Lightroom and Illustrator. Adobe After Effects or Apple Motion animation experience a plus.

KNOWLEDGE, SKILLS, AND ABILITIES

- Track record of successfully working in an Audiovisual Assistant capacity.
- Desire to learn new AV-related hardware and software.
- Ability to work well under pressure and on short notice is key.
- Work collaboratively as part of a team with a strong, self-driven work ethic in a dynamic, goal-oriented environment.
- Ability to track and meet agreed-upon deadlines.
- Strong attention to detail skills required.
- Highly organized and technically inclined.
- Understanding of creating and sharing content on social media channels a plus.
- Experience with Livestream events (Livestream.com and/or Facebook Live).
- Strong project management skills from conception to delivery.
- Strong ability to set priorities and manage timelines.
- Excellent verbal and written communication skills.
- Appreciation for working in a religious environment.

Application Materials:
Resume
Cover Letter
References

Email all application materials to: employment@zaytuna.edu

Be sure to include the title of the job you are applying for in the subject line of your email.

Zaytuna College is an equal opportunity employer