

Program Coordinator on Film Studies and Media Production

The School of Architecture, Engineering, Land and Environmental Sciences seeks to hire a full-time faculty staff in the rank of Lecturer with specialisation on Film Studies and Media Production. This position is primarily to facilitate the delivery, teaching and research requirements of the Master of Arts (MA) in Digital Video Production program.

POSITION REQUIREMENTS

This role is for an individual with skills in digital Media production and process, ideas development, audio-visual production, editorial, pre and post Production Management, and Film and Media Studies. Additional desirable qualifications, which will be considered as an advantage, include the candidate's academic experience and working experience in the professional film industry.

The successful candidate needs to possess the following:

- A terminal degree (M.F.A. or PhD) in production and film directing or a related subject from an accredited University.
- University or College level teaching experience.
- Demonstrated commitment to professional development.
- Impeccable integrity and work ethic; ability to handle confidential and sensitive matters in a higher education setting.
- Excellent knowledge of the English language (understanding, speaking, writing).
- French will be considered as an advantage.

An internationally competitive remuneration package is offered according to qualifications and experience.

For an application pack [click here](#), tel: +357 26843300, or email: hrd@nup.ac.cy

All applications should be addressed to the Human Resources Department, by email at hrd@nup.ac.cy. Applications should include a cover letter and Curriculum Vitae.

CLOSING DATE: 10th August, 2017

POSITION DETAILS

Position Title: Program Coordinator on Film Studies and Media Production

Contacts

Internal: Academic colleagues and administrative staff in the Programme, School and University.

External: Academic and professional community of Film Making in Cyprus and Abroad.

The position involves the following duties:

- to coordinate the program and undertake administrative duties as required;
- to ensure that the course units are conceived and delivered in ways which meet the needs and quality standards of the MA in Digital Video Production program;
- to undertake teaching activities on various course units, such as, video production, video editing, screen writing, cinematography techniques, and film studies courses, as well as, academic advising of students regarding curriculum and internship requirements;
- to develop course material as necessary;
- to support and enhance the research culture of the program;
- to represent the program at seminars and conferences if necessary;
- to enhance teaching innovation;
- expected to travel for promoting and marketing purposes;
- to coordinate the participation to potential National and International Film Festivals.

PERSONAL SPECIFICATION ATTRIBUTES

Program Coordinator	Essential / Desirable
A terminal degree (M.F.A. or PhD) in production and film directing or a related subject from an accredited University	Essential
Previous University or College level teaching experience	Essential
Previous professional experience in video production and digital Film making	Essential
Ability to teach in English	Essential
Actively involved in research in the field	Desirable
Ability to coordinate the participation to potential National and International Film Festivals.	Essential
Be able to work in cooperation with colleagues and undertake appropriate administrative and managerial duties	Essential
Willingness to relocate and associate with the local community	Essential
Ability to contribute towards the department's teaching and research plans	Essential
Willingness for continuous personal and academic development	Essential
Actively demonstrate leadership skills	Desirable
Ability to adapt to change and be prepared to undertake a wide variety of responsibilities	Desirable