Student Job Descriptions: Video Assistant

Report to: Manager of Music Programs & Concert Production

Ongoing duties:
- Ensure that student conductors are video-recorded at all events in which they conduct, including Camerata rehearsal weekend
- Maintain the video camera and report technical issues to the ISM Concert Production Office in a timely fashion
- Upload students’ conducting footage to a cloud drive (Google Drive, Dropbox, or iCloud). The upload must be completed within 24 hours of the rehearsal or performance

Special duties:
- For choral conducting recitals (including instrumental rehearsals), obtain a second camera from the Bass Media Library or the ISM Concert Production Office to give the conducting students a choice of footage
- Set up and run the camera for auditions of new students, both choral conductors and the Voxtet

Payroll: This position reports time hourly each week in the online Student Employee system