



# STUDENT VIDEO NETWORK FY 14 OT Request: Studio Manager

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With the opening of the new SVN studio in January 2014, the Student Video Network is poised to jump into high-gear production mode to take advantage of the new facility, which includes a 1,000 square-foot studio, editing room, control room and equipment storage. The addition of new equipment and resources means a higher demand on our students to manage the studio.

To assist in the management of studio resources and increase the hours spent providing support to productions, SVN is proposing an increase in the stipend for the Studio Manager position. This position is currently paid a rate of \$318.75 and the student leader is expected to spend 12 hours per week on SVN duties. By increasing the expected office hours to 15, on par with the Public Relations Director, the pay rate should increase to the equivalent level of \$466.34.

To begin paying this new rate effective February 1, 2014, the SFAC request will cover February through August.

**Proposed stipend increase schedule**

	<b>Current rate</b>	<b>Increase</b>
February	\$318.75	\$147.59
March	\$318.75	\$147.59
April	\$318.75	\$147.59
May	\$318.75	\$147.59
June	\$318.75	\$147.59
July	\$318.75	\$147.59
August	\$318.75	\$147.59
	Subtotal	\$1033.13
	Admin fee/benefits	\$77.48
	<b>Total</b>	<b>\$1110.61</b>

**Current Studio Manager job description:**

- To train members on proper use of equipment and facilities by production classes or one on one meetings;
- To create and update programming schedule bi-weekly;
- To troubleshoot any problems that arises with the digital media player;
- To work with Vice President and Production Manager in establishing date and time for monthly production classes;
- To import media within channel 6 digital media player to broadcast;
- To assist with any technical issues that may arise within the studio and during productions and events;
- To develop and/or update an inventory list of all SVN equipment stored within SVN facilities;
- To work with Production Manager to attend and evaluate all SVN productions;
- To download and collect content from the Public Domain into a weekly shows;
- To maintain 24/7 programming;
- To recommend equipment items for purchase, if necessary;
- To create an organized digital and DVD archive for all content imported to digital media player

- To maintain, organize, and manage the studio, equipment, and offices in order to facilitate a more efficient organization;
- To teach (4) production classes per month within the field of production such as audio, lighting, camera theory, camera composition, script writing, editing, and etc.
- To attend all SVN Events;
- To perform other such duties that may be required to ensure success and smooth operation of the organization as the membership or Constitution may specify

With this position, SVN will be fully staffed and able to take advantage of the impressive new facility in the UC North.