



STUDENT VIDEO NETWORK FY 15 Base Augmentation: Studio Manager

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. The addition of new equipment and resources means a higher demand on our students to manage the studio.

This request will extend the pay increase for the Studio Manager position (described in the FY 14 One-Time request) by adding it to the permanent base budget.

	CURRENT STIPEND	CURRENT TERM	CURRENT TOTAL (12 months)	PROPOSED MONTHLY INCREASE	PROPOSED TOTAL (12 months)	TOTAL INCREASE
Studio Manager	\$318.75	12 mos.	\$3825.00	\$147.59	\$5596.00	\$1771.00
Admin charge + benefits						\$132.83
Total						\$1,903.83

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.

