

# Executive Team Application - Video General Manager 2016-17

## CisternYard Video

CisternYard Video is The College's only student-run video department, where we write, record, and produce our own material about things going on around campus and the city of Charleston. Videos can be seen online at CisternYard.com. CYV covers a variety of content ranging from news, sports, entertainment and even sketch comedy.

NOTE: All applicants must be full-time, enrolled students at the College of Charleston and have a minimum 2.0 cumulative GPA. Qualified applicants will be contacted during the week of March 21 to schedule an in-person interview on March 25 with members of the CisternYard Media Advisory Board.

## CisternYard Video General Manager Application 2014-15

### About the Position

The General Manager of CisternYard Video is primarily responsible for the selection, training and supervision of all paid staff and volunteer members, the coordination of online programming efforts, and oversight for all CisternYard Video products and events.

### Requirements

- Minimum of 2 years' experience as a member of the CYV the staff, or with another video production organization
- Some Communication/Business coursework completed
- Basic knowledge of camera use and techniques
- Proficiency with Mac, Adobe Creative Suite, Sony, Panasonic and Cannon cameras, and additional audio equipment.

Compensation - set by CisternYard Media Board in April 2016 (~\$5,000) per academic year

Hours – up to 20 hours per week (night and weekend availability required)

Start Date - August 2016 (Welcome Back Week is August 18-22)

### Job Responsibilities

Manage all operations of the video and production team, including hiring, supervision, and evaluation of all members of the leadership team

Maintain the budget and ensure that all deadlines for production are met in a timely fashion

Required to be available to the staff for supervisory and training purposes;

Responsible for adhering to federal and state laws, institutional policies and guidelines included in the Student Media Handbook

Ensure compliance with FCC Regulations

Use all equipment professionally and with care

Manage content creation and challenge the staff with new content ideas

Work with other units within CisternYard Media to enrich content and relationships

Seek out opportunities on-campus and within the Charleston community that will generate content.

### Qualifications

- Previous work with local media outlets or CisternYard Media organization(s) preferred;
- Professional demeanor and ability to demonstrate diplomacy and tact, as needed
- Excellent communication skills – both written and verbal
- Ability to maintain confidentiality when required
- Ability to work autonomously with limited supervision
- Ability to create a welcoming and inclusive environment and commitment to providing high levels of customer service
- Ability to work and maintain focus in a chaotic, high-energy environment.

### Expectations

- Attend all CisternYard Media Board and Executive Team meetings as a voting member
- Meet regularly with the Director of Student Life and Graduate Assistant to review status of projects and budgets
- Establish and regularly maintain schedule of office hours
- Attend the CisternYard Media transition retreat on April 9th and 10th
- Attend LeaderShape CoFC in May (May 1-6)
- Attend CisternYard Media Welcome Back Week, August 18-22nd

Schedule and chair weekly staff meetings

Attend scheduled CisternYard Video and CisternYard Media events ( examples include Student Organizations Fair, Homecoming Tailgate, Miscellany Launch Party)

Demonstrate sense of dependability regarding work hours and completion of projects/tasks

- Willingness to learn, as well as flexibility and adaptability to ever-changing situations

## EXECUTIVE TEAM APPLICATION

Name: [Required]

CWID: [Required]

Email Address [Required]  
MUST be your CofC email address  
Valid input:  
- name@myschool.edu

Phone Number [Required]  
Valid input:  
- must be 10-15 digits long and may include only numbers, hyphens, and spaces.

Major: [Required]

Cumulative GPA: [Required]  
Cumulative GPA must be at least a 2.0 and will be verified.

Expected Graduation Date: [Required]

Confirm by initialing that you will be present during the following mandatory training dates for executives, if hired: Required Dates: April 9 and 10, 2016. [Required]

Please indicate whether or not you have attended LeaderShape CofC before. If not, you will be required to attend on May 1-6, 2016, if hired. Initial below to state your awareness of this. [Required]

T-shirt size? [Required]

- Small
- Medium
- Large
- XL
- XXL
- XXXL

## APPLICATION MATERIALS

### Application Materials

The following items could be uploaded for your application to be processed:

1. OPTIONAL but recommended: Professional resume and cover letter
2. OPTIONAL: Two letters of recommendation: from a faculty member of previous employer addressing your strengths and degree of experience in regard to the position and organization
3. OPTIONAL: Two strong examples of your abilities to write scripts, shoot video, or edit video packages. If you are submitting links, please copy and paste those in the next section.
4. REQUIRED: Answers to application questions below.

### Upload Letters of Recommendation Here

Letters may be combined into one file. If the reference wishes to remain confidential, please have the letter emailed to williamskd@cofc.edu.

### Upload Resume and Cover Letter Here

**USE ONLY IF SUBMITTING LINKS:**

Please copy and paste links here for any videos.

**Upload Answers to Application Questions Here [Required]**

Please complete the following questions and attach the document to your application:

1. What do you think is the most important role of someone in a leadership position?
2. How would you make CofC students more aware of CisternYard Video, and how will you encourage their involvement?
3. How would you ensure staff members met their deadlines?
4. What content do you think would help improve CisternYard Video and increase its appeal to students?
5. What do you foresee as the most important responsibility of the CisternYard Video General Manager?