

**Federal Work Study
Job Description Form**

Job Title: Work-Study Video Production Assistant

Desired No. of Hires: 4

Department or Organization: Media Services / Communications / Marketing / Academic Department

Address (Off campus only): Bartley Center

Supervisor: Gyuri Kepes

Office: Fine and Performing Arts 220

Phone: 413-552-2525

Email: GKepes@Hcc.edu

Supervisor: Lamar Nelson

Office: Bartley Center

Phone: 413-262-3851

Email: LNelson@Hcc.edu

General Job Description: The Work-Study Video Production Assistant supports the creation of video content for academic, promotional, and instructional purposes. This role involves assisting with filming, editing, equipment management, and production logistics. The ideal candidate is creative, reliable, and eager to learn more about media production.

Detailed List of Duties:

- Setup and breakdown equipment safely (cameras, switcher, tripods, laptops/tablet, and cords)
- Stream live event recording and streaming as needed
- Record Live scores and Commentating
- Monitor audio/video levels during shoot
- Maintain inventory of equipment and report any issues or repair as needed

Opportunities for Advancement: Hands-on experience in filming, livestreaming, and editing
Knowledge of production workflows and equipment
Portfolio-quality video work
Professional communication and project-management skills

Responsibility Involved: Pre-Production – Assist with equipment inventory for setup
Production – setup equipment, start livestream, and monitor audio levels & video image
Post-Production – end stream, safely and efficiently breakdown equipment, inventory check
Equipment & Administrative – report any issues or repairs of equipment as needed

Skills and/or previous experience desired: Knowledge of operating a camera, knowledge of software OBS, proficient in mac and windows os, experience with video production or strong interest in learning, reliable, detailed-oriented, communication, teamwork, and time-management skills.

Amount of supervision required: ☐ Regular ☒ Occasional ☐ Minimal

Student employees are not permitted to work without any supervision.

Hours desired to cover (evening, weekend, etc.): 5–20 hours per week depending on schedule and availability
Flexible hours based on project timelines and events

How to Apply: Contact supervisors listed above.

Completed and Submitted By:

LAMAR NELSON
Print Name of Supervisor

Assistant Women's Basketball Coach
Title

12/11/25
Date

Please return completed form to drosado@hcc.edu