



FACULTY – DIGITAL FILMMAKING FULL-TIME

JOB SUMMARY

The Digital Filmmaking program provides students a practical, focused education that blends a hands-on learning experience with expert instruction and guidance in various aspects of the digital film industry. By creating film projects from start to finish, students will learn how to produce narrative-style films on industry standard equipment; gain the skills to become innovative storytellers and master the behind-the-scenes skills that will prepare them for such jobs as video and sound editing; video production; camera operating; lighting; production management; cinematography; scriptwriting and screenwriting, and more.

The faculty member will oversee the Digital Filmmaking BFA program, provide quality instruction, develop and refine curriculum, serve as an academic advisor for students in the program, participate in recruitment activities, serve on Department and College committees, participate in program assessment, and engage in professional development activities in the field.

ESSENTIAL RESPONSIBILITIES:

- Teach a minimum of 24 credit hour equivalences per year.
- Provide student-centered instruction in all courses.
- Provide direction and climate for effective learning.
- Design means of evaluating and improving the teaching/learning process in the classroom.
- Pursue professional development and growth.
- Review and develop curricula.
- Serve as academic advisor to students.
- Participate in program assessment activities.
- Participate in program and College accreditation activities.
- Submit required reports to appropriate offices.
- Attend scheduled program meetings and maintain regular office hours.
- Oversee, manage, maintain and order equipment, instructional aids and supplies.
- Assist in the development of grant materials relevant to the faculty member's role and duties at the College.
- Assist in the preparation of program and recruitment materials and participate in recruitment activities.
- Participate in program advisory council activities and meetings.
- Review and update specific program library holdings.
- Assist the Department Chairperson in carrying out program administrative duties, including program course scheduling; interviewing and hiring part-time faculty members; preparing and monitoring program budgets, conducting program reviews, and others.
- Serve on committees of the College.

- Assist and participate in any other activities related to the respective program;
- Assist the Department Chairperson in assessing the effectiveness of the program.
- Support the mission and objectives of the College.
- Participate in College functions.
- Assume other work-related responsibilities as assigned by the Department Chair, the Vice President for Academic Affairs, or the President or his/her designee as needed to meet the needs of the College mission.

QUALIFICATIONS:

- Master's degree in filmmaking or related field required; Master of Fine Arts degree preferred.
- Experience with digital and social media marketing highly desirable.
- Evidence of teaching experience at the college level preferred.
- Experience teaching online courses preferred.
- Outstanding communication skills. Must be able to interact and communicate effectively with students.
- Strong commitment to learn and be self-motivated.
- Excellent managerial skills.

WORK ENVIRONMENT:

General classroom environment requires employees to consistently use manual dexterity in reaching, writing, navigating around the classroom. This work may include hours standing and walking, including up and down stairs, moving items of up to 25-pounds. Evening and weekend hours may be needed, on occasion, to perform work associated with this position.

APPLICATION MATERIALS:

Applicants should include 1) cover letter; 2) curriculum vitae; 3) statement of teaching philosophy; 4) a diversity statement; and 5) a minimum of two references.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Villa Maria College management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

Villa Maria College is an equal opportunity employer and does not discriminate on the basis of age, race, religion or creed, color, sex, national or ethnic origin, marital status, or physical or mental disability in admissions, employment, or in any other aspect regarding the conduct of College programs and activities. Should you require an accommodation, according to the guidelines of the ADA, please seek the counsel of the Director of Human Resources for assistance.