



# New Orleans Center for Creative Arts

## Job Description

Division/Department	<b>Media Arts Department</b>		
Location	2800 Chartres, New Orleans, LA 70117		
Job Title	<b>CHAIR, Media Arts</b>		
Reports to	<b>President / CEO</b>		
Level/Grade	9 <sup>th</sup> - 12 <sup>th</sup>	Type of position: Full time	Hours <u>40</u> / week; Exempt

### GENERAL DESCRIPTION

The ideal candidate: Accomplished Media Artist whose work is able to compete/influence on a local, national and international level. Ability to serve as the ambassador of the Media Arts education program with middle and high school aged students across Louisiana with the potential to expand nationally. Delivers and/or oversees classroom instruction, to include exploration of film, video, audio and digital media. Has the ability to partner with students and parents of all social and economic backgrounds to successfully meet or exceed program objectives. Demonstrates an innovative, creative spirit that's willing to go the extra mile. Fully supports NOCCA's vision of becoming the premier conservatory for high school students in the country.

### ESSENTIAL JOB DUTIES

- Sets Course objectives, plans lessons, organizes, teaches Media Arts as scheduled to high school aged students enrolled in the regular day and after school programs. Classes are 1:15 -3:45pm and 4:00-6:00pm Monday through Friday.
- Oversees Departmental courses, mentoring and supervising teachers in audio production and/or filmmaking. Teaches all levels of film production from beginner to advanced including screenwriting, cinematography, lighting, audio, and editing. In addition, teaches the history, theory and aesthetics of media arts so that students learn to appreciate the art form and to make informed decisions in their own work.
- Monitors student progress for improvement and awards grades following the established policies.
- Prepares and mentors students to enter film and /or audio festivals and contests.
- Attends NOCCA events, including evenings and Saturdays for Student shows, Celebration Season and Audition workshops.
- Supervises the recording of all major NOCCA events and student audition recordings requested by other NOCCA departments. Attends NOCCA Calendar Committee meetings in order to be informed of event needs and changes.
- Mentors faculty and students and oversees student external activities; including, but not limited to field trips, writing letters of recommendation, and assisting with portfolio preparation.
- Collaborates with students, parents and counselor to facilitate students' engagement and successful completion of the program, and preparation for life after NOCCA.
- Responsible to department budget oversight; requests and recommends use of funds; and works within Dept. constraints of fiscal matters as appropriate.
- Supervises the general maintenance and deployment of department equipment and supplies as appropriate for class use. Also supervises the installation of Media Arts software on departmental computers.
- Collaborates with colleagues and President/CEO or designee in curriculum development and planning and program administration.
- Collaborates with other faculty in support of curricula improvement to promote students ' success and mastery of course and program competencies.
- Participates in professional growth opportunities as both an artist and an instructor and incorporates learning as appropriate.

- Responsible with the Department Faculty for all collaborative work; student showcases, review & feedback on student progress; workshops/auditions.
- Participates in mandatory meetings as requested including a weekly department meeting, and Faculty Leadership Team [FLT] bi-weekly gatherings.
- Performs other relevant responsibilities as requested.

### KNOWLEDGE, SKILLS AND ABILITIES

- A personal and professional commitment to creating an atmosphere of quality instruction.
- A demonstrated history of working effectively with diverse individuals.
- Ability to communicate well, both orally and in writing.
- Strong organizational skills and a commitment to excellence.
- Strong computer skills (Mac based) and proficiency with audio and video software.

### WORK EXPERIENCE REQUIREMENTS

- 5 or more years of professional and / or university / secondary school media arts experience and comparable education, or combination. The candidate should have a strong filmmaking background with some audio production experience.
- Knowledge or experience utilizing technology and innovative pedagogy to deliver exceptional teaching and learning desired.
- General technical knowledge of media arts equipment and software. NOCCA Media Arts department currently uses the Adobe CS6 suite emphasizing Premiere Pro, Photoshop and After Effects for film, Celtx and Final Draft for screenwriting and Dragonframe for stop-motion animation. Audio Production classes use Garage Band, Logic Pro X, ProTools & Ableton Live.
- Demonstrated understanding of project based approach to teaching.
- Knowledge and experience in budgeting and purchasing for departmental and student equipment and supplies.
- Knowledge and experience working with Apple computers including software installation and basic troubleshooting.

### EDUCATION REQUIREMENTS

- College Degree in discipline with some experience, or equivalency in professional work.
- Licensed to teach in Louisiana or ability to obtain Artist Ancillary status.
- Louisiana Secondary School Computer Science certification (not required but beneficial).

### APPLICATION INFORMATION

- **Full-time Contract position with State of Louisiana Benefits** | *[10 month position paid over 12 months]*
- **For consideration, submit Letter of Interest, Resume' and References to [jobs@nocca.com](mailto:jobs@nocca.com)**
- **PLEASE NOTE: "MEDIA ARTS Chair, First Name | Last Name" IN SUBJECT LINE!**
- **Submission Deadline: 11:59 PM March 15<sup>th</sup>**

The **New Orleans Center for Creative Arts, Louisiana's Arts Conservatory** founded in 1973, offers high school students training in Classical Music, Creative Writing, Culinary Arts, Dance, Drama, Jazz, Media Arts, Musical Theatre, Theatre Design, Vocal Music, and Visual Arts. Admission is by audition and tuition is free. NOCCA is central to Louisiana's rich cultural heritage, boasting a long list of distinguished alumni that includes jazz greats Wynton and Branford Marsalis, Terence Blanchard and Harry Connick Jr.; actors Wendell Pierce and Anthony Mackie; and soprano Jeanne-Michele Charbonnet.

REVIEWED BY	Paul Werner   Karen Heil	Title	Dept. Chair   HR Director
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APPROVED BY	NOCCA	Title	President   CEO
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<b>POSTED:</b>	<b>Feb 25<sup>th</sup></b>	<b>*CLOSES: Mar. 15<sup>th</sup></b>	<i>Updated:</i> SPRING, 2015
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*\*NOCCA reserves the right to leave posting open until suitable candidate is identified and position filled.*