



East African University Rwanda.

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JOB ANNOUNCEMENT

POSITION: FILM TECHNICIAN

Background of East African University Rwanda

The East African University Rwanda (EAUR) is one of the pioneers and most exciting private Universities in Rwanda higher education sector. With close to 2,000 students spread in the Campuses of Kigali-Remera and Nyagatare Headquarter, EAUR is an innovative, thriving and sustainable institution that offers innovative, unique and market-driven programs in **Film making and production; Leisure Tourism, and Hotel management, Mass Communication and Journalism, Industrial arts and Design, Education and Business administration and Business Studies**. East African University Rwanda is a major contributor to Socio-economic development of Rwanda.

Our core purpose is to add value to students, through applied research and innovation, and through engagement with the economy and society of our region and the wider world in the area of Tourism, industrial arts and fashion design, Education and Business Studies. This purpose informs our vision, our strategic goals and how we focus and deliver service to the clients.

Based across two campuses locations in Kigali and Nyagatare, our reach is both deep and wide. In addition, the University has active partnerships with other Universities and polytechnics across the region to facilitate access and progression to our programs.

Over recent years, the University has achieved significant rationalization of the curriculum, with a greater focus on embedding the applied nature of our expertise and improving the quality of the student experience both inside and outside of the classroom, whilst substantially maintaining student numbers over the 7 years of EAUR operations in Rwanda.

Alongside this, we have realigned our activities, staff and students on our two campuses locations whilst continuing to realize opportunities for strategic academic development in areas such as Hospitality and Leisure Tourism, Business studies, Journalism and Mass communication, Education and Industrial arts and Design. We continue to work in partnership with different businesses across the globe, within Rwanda and in our region – with much of our academic provision being professionally orientated and informed by this engagement.

Student success is also a key strategic goal, evidenced by our impressive entrepreneurship and employability track record, including our significant profile in graduate start-ups.

East African University Rwanda (EAUR) would like to recruit a Finance Director to oversee Finance and Accounts activities at EAUR.

The University wishes to fill the above vacant position with qualified, passionate, experienced, talented, capable and dedicated individuals to join the team to make a difference in its different Schools.

Interested candidates can apply for **Filmmaking Technician** position below mentioned, not later than 9th January 2022

Filmmaking Technician Job Description

Our creative and technical Department of Filmmaking and Film Production –Masscom and IT support Services at East African University Rwanda, Nyagatare and Kigali is looking to fill the position of a film technician and IT related services support. Please review the list of responsibilities and qualifications.

- Reporting to the departmental council, the successful candidate will be responsible for carrying out scheduled equipment maintenance and arranging, run students filming exercises and carry out routine process equipment checks list to ensure that the process of borrowing/using equipment procedures are followed.
- He/she will also periodically carry out checks up to ensure compliance with agreed EAURs policies. He or She is responsible for the safe operation of the teaching facilities to ensure highest standards of equipment use.
- He/she is also responsible for operating and maintaining specific equipment, cameras, lenses, assisting in operating daily inspections and preventative maintenance, measures and performing other tasks that are required or as directed by senior management.
- Promoting the interests of the university, good relations with the students, supporting staff and other stakeholders.
- Monitoring, mentoring students to ensure that the equipment and other teaching facilities are being used in an optimal care and that nothing goes wrong.
- Advice assigned undergraduates and mentor students outside of the classroom.
- Participation in the work of the department and the university, including academic advising and serving on department and university-wide committees and working groups.
- Good ability to work in a multidisciplinary team, to encourage the sharing and exchange of knowledge, and to lead collective projects.
- Working with other school members on interdisciplinary projects such as art exhibitions or research symposiums.

Minimum Qualifications

The job holder should have the following qualifications: Degree in Filmmaking and Audio visual studies and at least 3 years' Experience in a similar position and very conversant with IT related support and maintenance services.

Should have substantial knowledge and experience in operating studios, computer equipment, recording and editing systems.

Willingness to engage in assisting the EAUR campus in its ability to reach additional goals as specified in EAUR's Strategic Plan, including the institution's ongoing commitment to diversity and inclusion

The right person for the job

The ideal candidate should possess the following skills and competencies; good knowledge of camera and sound operation, editing machines standard operations and other film equipment.

Must have basic knowledge of digital studio recording. Must be able to carry out tasks accurately within a reasonable timeframe. Must be computer literate and have good communication skills.

Interested candidates are requested to submit their applications including a cover letter, detailed CV, Portfolio, copies of relevant degree as well as the names and contact information of three recent referees who have been direct supervisors.

Personal work and/or link to online portfolio

Productions (national and international) work with brief descriptions of position.

The University offers a remuneration package and excellent career prospects in a positive working environment. Candidates who are interested should submit their application letter in English to HR &AO of EAUR and copy to the Vice Chancellor on the following email addresses: hr@eur.ac.rw and copy to vc@eur.ac.rw and hodfilm@eur.ac.rw, Not later than 19th January 2023 at 5:00pm"

Note: Only shortlisted applicants will be contacted for interviews.