

## **COURSE PRODUCTION ASSISTANT FOR THE CREATIVE DOCUMENTARY COURSE: NEW DELHI**

The Creative Documentary Course (CDC) at Sri Aurobindo Centre for Arts and Communication (SACAC) is an intensive pedagogical program dedicated to documentary practice. CDC is currently in its fifth edition.

We seek a sincere, responsible and resourceful person for the post of Course Production Assistant.

- The candidate should have an ability and talent for a range of administrative work. Some technical proficiency would be a bonus.
- Knowledge of Mac and Windows computers, and basic software is an essential.
- A good command of English, oral and written, as well as a working knowledge of Hindi are prerequisites.
- Along with basic computer skills, additional working knowledge of Illustrator/InDesign will be helpful.

Responsibilities include a variety of jobs that can be imagined in running a filmmaking course, including but not limited to the following:

- a) Day to day administrative work
- b) Minor technical assistance - checking and monitoring the state of the equipment on campus, including computers, UPSs etc.
- c) Some amount of archiving and documentation
- d) Coordination, outreach, promotion activities
- e) Teaching assistantship - this depends on the capabilities and interests of the candidate.

The remuneration will be commensurate with the skills and experience of the applicant.

To apply, send an email to [creativedocu@sac.ac.in](mailto:creativedocu@sac.ac.in) and [movingimage@sac.ac.in](mailto:movingimage@sac.ac.in) with subject line 'Application – Course Production Assistant CDC'; including a one-page cover letter addressed to 'Course Director CDC', detailing your motivation for applying, along with a CV.

Commitment timeline by contract is minimum 2 years with a probation period of 3 months.