

EIV Management Assistants Job Responsibilities As of 7/2010

Programming Assistant:

- Act as the assistant to the Programming Director
- Ensure all programming shows episodes make it on vimeo in a timely fashion (one day from a live to tape show taping, one week from a edited shows final taping)
- Take and distribute minutes from any producer meetings
- Fill in at tapings when the Programming Director or General Manager cannot attend
- Sit in on pitches and help make programming decisions for the upcoming semesters.
- Distribute, collect and organize any paperwork the Programming Director needs to give to producers
- Make sure that all Programming files are neatly and properly organized on the server
- Manage programming's record of the departmental budget
- All other duties as assigned by the Programming Director

News Assistant:

- Act as the assistant to the News Director
- Ensure all news broadcasts make it on Vimeo in a timely fashion (one day at most from a live shows taping, two days at most from a edited shows taping)
- Ensure all report packages make it on Vimeo
- Take and distribute minutes from any producer meetings
- Distribute, collect and organize any paperwork the News Director needs to give to producers
- Fill in at tapings when the News Director or General Manager cannot attend
- Make sure that all news files are neatly and properly organized on the server
- Manage News' record of the departmental budget
- All other duties as assigned by the News Director

Business Assistant:

- Act as the assistant to the Business Manager
- Help with all EIV fundraising efforts
- Check in bi-weekly with departments (assistants) to ensure that their own budget records are accurate
- All other duties as assigned by the Business Manager

Remote Assistant x2:

- Act as the assistants to the Remote Manager
- Help maintain the organization of the equipment closet and equipment inventory
- Assist with equipment pick up and drops off that the remote director cannot attend

- Must be knowledgeable or become knowledgeable of all the equipment in the remote closet
- Help shoot desired general use footage and b-roll as assigned by the unit assistant with approval of the management board
- Manage Remote's record of the departmental budget (one of the two)
- All other duties as assigned by the Remote Manager

Marketing Assistant:

- Act as the assistant to the Marketing Director
- Take and distribute minutes at all Marketing Team Meetings
- Help with all promotional efforts
- Act as a liaison between other organization in promoting EIV programming, events, fundraiser, workshops etc
- Help oversee the responsibilities of the marketing team
- Help keep the updates section and other changing content on the website current
- Manage Marketing's record of the departmental budget
- All other duties as assigned by the Remote Manager

Unit Assistant:

- Act as the assistant to the Unit Manager
- Help maintain the cleanliness and organization of the EIV office
- Help maintain the cleanliness and organization of the workstations and the server
- Organize and maintain all the general use b-roll and footage on the server, and suggest to the management board footage that should be obtained.
- Help the remote assistants shoot desired general use footage and b-roll
- Manage Unit's record of the departmental budget
- All other duties as assigned by the Unit Manager