Lab Manager for Media and Arts Lab

Duke Kunshan University

Job Description

Position Overview:

Duke Kunshan University (DKU) is seeking applications for an open position as Lab Manager for the undergraduate media and arts teaching lab, and future arts facilities in DKU's Community Center. This is a staff position with significant opportunities for establishing a new media and arts lab and other facilities, and developing innovative methodologies for media and arts education. DKU launched its interdisciplinary undergraduate program in fall of 2018. The Lab Manager will initially play an important role in establishing lab protocols, launching instructional tools, and building and maintaining an equipment cage to support media and arts education. The Lab Manager will also be responsible for the day-to-day operations of the media and arts lab, and overseeing the arts facilities in the Community Center. The lab manager is expected to collaborate closely with the relevant faculty members and the IT department to fully support educational activities at DKU. The position offers great potential for career development and advancement within the university.

Reports to:

Reports to and works under the general supervision of a faculty member designated by the Chair of the Division of Arts and Humanities.

Essential Duties:

1. Maintain and manage an equipment cage.

   - Maintain an inventory of media arts equipment including cameras, lights, audio equipment, etc.;

   - Use FileMaker or similar software to lend and track equipment;

   - Collaborate with faculty in procuring new equipment as needed;

   - Checkout equipment in accordance with DKUs equipment rental policies, revise and update equipment rental policies as needed;

   - Advise students on the best types of equipment for their projects and help train them in its proper use;

   - Write manuals and create audiovisual guides for equipment use if needed;

- Maintain equipment and schedule repairs as needed ensuring minimum impact on availability of equipment.

2. Manage the media and arts teaching lab and support educational activities.

- Work with IT and procurement staff in ordering, installing and upgrading computer hardware and software required for educational activities. E.g. video editing software and Adobe Creative Cloud;

- Research and keep up-to-date with new media and arts professional and educational software;

- Allocate computing resources and help students access these resources. Help to train students use the resources, diagnose potential issues and propose solutions;

- Establish lab policies and develop user manuals for use of hardware and software;

- Help to train and oversee student workers in proper use of the teaching lab resources;

- Manage media and art lab user accounts for faculty, staff and students.

3. Perform other tasks assigned by the supervisor.

4. University employees' job responsibilities will continue to expand in scope and depth as the university grows in size and complexity in its programs.

Required Qualifications:

- A Bachelor's degree in Media and Arts or related field, and/or relevant experience is required, a Master's degree is preferred.

- Strong understanding of how the equipment for media and arts projects works, and can function as a sound technician, photographer, videographer and light technician.

- Knowledge of inventory and media arts software; such as File Maker, Adobe Creative Cloud, Adobe Final Cut Pro, Final Draft, Movie Magic, Pro Tools and/or other imaging and audio/video-editing software.

- 3+ years of working experiences in the Media and Arts fields, preferably in an academic setting, and knowledge of pedagogical methods.

- Excellent organizational skills and knowledge of applicable rules, regulations and procedures.

- Hard working, fast learning, team building, efficient problem-solving and attention to details.

- Willing to work in a multidisciplinary environment.

- Excellent oral and written communication skills in English, with fluency in Chinese preferred.