



聖若瑟大學
UNIVERSITY OF
SAINT JOSEPH

Vacancy

The University of Saint Joseph (USJ) is currently looking to fill the following vacancy in the Faculty of Arts and Humanities (FAH):

Studio Manager (Ref. Code: USJ21FAH-008)

Responsibilities include, but are not limited to:

1. Manage the equipment loan and booking of Studios and Laboratories to students and staff;
2. Manage and maintain all equipment check-out activities, resorting to the work of Student Volunteers;
3. Plan and manage the equipment maintenance, both preventive and corrective;
4. Manage the Computer Labs, and plan the maintenance and software installation and update, and link with IT when assistance is needed;
5. Manage and maintain the Audiovisual Studios, the Computer Labs, the Fabrication Lab, and the Creative Robotic Lab;
6. Manage inventory and define/update usage/insurance policies for the use of equipment and technical infrastructures at FAH;
7. Organize technical equipment and asset management;
8. Pursue and promote government published opportunities for funding of technical infrastructures;
9. Operate a video studio and assist staff in the recording of video lectures, online classes, and other recorded or live events (MOOC Studio). This includes operating cameras, setting lights and live editing video using a video mixer;
10. Edit and post-produce videos using Adobe software;
11. Support the Dean and Head of Department on Funded Project Management;
12. Plan the acquisition of equipment in collaboration with the Department and Faculty. Manage acquisitions, procurement, and proper integration of hardware and software related to FAH (In articulation with the Information Technology Office);
13. Follow and promote government policies, guidelines and regulations related to the management of digital content and usage of technical studio infrastructures;
14. Pursue and promote government published opportunities for funding of technical infrastructures;
15. Provide technical support to FAH activities that require handling of audio and video systems.

Requirements:

1. A Bachelor's degree and master in Audiovisual or Media, or related areas;
2. At least 3 years of work experience, preferably in video production, video editing, technical manager;
3. Knowledge and experience in manipulating audio and video equipment;
4. Editing equipment and software may be required;
5. Able to interact effectively as a member of a team and work collaboratively;
6. Demonstrate a sense of personal and professional accountability;
7. Strong interpersonal skills and be able to work well with students at various levels;
8. Strong problem-solving skills, proactive and positive attitude;



聖若瑟大學[®]
UNIVERSITY OF
SAINT JOSEPH

9. Proficient in spoken and written English;
10. Preference for speakers of Portuguese and Chinese;
11. Macao ID card holder.

For application:

- Applicants should visit <http://www.usj.edu.mo/en/about/careers-at-usj/> for more details, and submit their applications online.
- All documents and personal data provided by applicants will be kept confidential and used for recruitment purpose only.
- Review of applications will continue until the position is filled.