The Arts and Humanities Division at New York University Abu Dhabi seeks to appoint a Manager of Equipment Center for the Arts. This is a full-time academic support position ideally suited for someone eager to join the team within the arts programs at NYUAD. The Equipment Center Manager oversees the daily operations of the Equipment Center, which is the fieldwork hub for all of the Arts programs. The position liaises with all of the Arts programs to schedule, and prepares for technical instruction, equipment loans, and the procurement/receiving of assets.

The Equipment Center Manager is responsible for maintaining inventory records, handling repairs and replacements of assets (working with the necessary vendors, or handling in-house), developing systems for efficiency, and maintaining the organization, structure, and cleanliness of the Equipment Center and its assets. (S)he is also expected to troubleshoot, advise, and provide tutorials to ensure the safe and proper use of equipment along with protecting the integrity of the University's assets. The Equipment Manager will interview, train, manage, and guide the student employees.

Principle responsibilities are the following:
- Advisement on equipment, hardware, and software purchases for the Arts
- Overseeing procurement and receiving for equipment purchases related to the Equipment Center and/or Film Studios
- Working directly with and assist the Film Studios Manager in prepping, maintaining, and operating the Film Studio
- Asset & inventory management in the Equipment Center
- Loan tracking and scheduling technical training, check-outs and check-ins
- Repairing, maintaining, and cleaning the assets of the Equipment Center and the center itself.
- Creation of education resources (digital & print) for student use - one-sheets, guides, short instructional videos, etc
- Advising students on equipment needs and use
- Guiding and instructing Assistant Technical Instructors as well as student employees
- Responding to enquiries on daily basis

Note: This position may require some limited weekend hours as needed throughout semesters.

Applicants must possess a bachelor's degree or equivalent. Master's degree is preferred. Required work and related experience at a film equipment rental house or similar educational facility and film production experience. Preferred work and related experience teaching film production in an academic or workshop setting; rigging and sound stage/film studio, and electrical, grip, sound and camera equipment repair.

Applications are due no later than April 15, 2016. The terms of employment are competitive and include housing and educational subsidies for children. Applications will be accepted immediately and candidates will be considered until the position is filled. To be considered,
all applicants must submit a cover letter and a curriculum vitae in PDF format through the NYUAD online application portal. Please visit our website at http://nyuad.nyu.edu/about/careers/faculty-positions.html for instructions and information on how to apply. If you have any questions, please e-mail nyuad.artsprograms.hiring@nyu.edu.

About NYUAD:
New York University has established itself as a Global Network University, a multi-site, organically connected network encompassing key global cities and idea capitals. The network has three foundational degree-granting campuses: New York, Abu Dhabi, and Shanghai, complimented by a network of eleven research and study-away sites across five continents. Faculty and students will circulate within this global network in pursuit of common research interests and the promotion of cross-cultural and interdisciplinary solutions for problems both local and global.

Entering its sixth year, NYU Abu Dhabi has recruited a cohort of faculty who are at once distinguished in their research and teaching. Our students are drawn from around the world and surpass all traditional recruitment benchmarks, both US and global. NYU Abu Dhabi’s highly selective liberal arts enterprise is complimented by an institute for advanced research, sponsoring cutting-edge projects across the Arts, Humanities, Social Sciences, Sciences, and Engineering.

EOE/Minorities/Females/Vet/Disabled