PRODUCTION SUPERVISOR
Arts and Humanities
NYU Abu Dhabi

The Arts and Humanities Division at New York University Abu Dhabi seek to appoint a Production Supervisor. This is a full-time academic support position suited for someone eager to join the team within the Film and New Media program. The Production Supervisor will provide academic support to students as the complete film projects and administrative support associated with pre-production planning, insurance, set safety, location management, and the paperwork needed for NYU insurance protocols. A main aspect of the job is to provide academic support, advisement, and mentoring to NYUAD students in all aspects of the filmmaking production process - from project development all the way through to post-production management and scheduling. This position will focus on all years of the program, from entry-level courses all the way through to Capstone projects.

There are two principle responsibilities, one academic and the other administrative.

Academic responsibilities:
- Conduct production workshops; provide one-on-one support for student projects
- Provide set supervision for productions as required
- Advise students on all aspects on pre, production, and post
- Lead location scout field trips; train staff and students in production management software as needed
- Creating academic resources (online & print) for student use - one-sheets, guides, short instructional videos, etc.

Administrative responsibilities:
- Manage permits with local authorities
- Manage all legal matters in coordination with NYU Legal for film shoots
- Manage budgets and allotments for student productions
- Manage insurance filing and compliance with NYU Enterprise Risk Management & Insurance in New York as needed
- Ensure safety and supervision on student productions
- Advise on equipment, hardware, and software purchases for the program
- Respond to technical support questions and respond to Equipment Center questions

Applicants must have a bachelor's degree or equivalent. A master's degree is preferred. Required work and related experience at a film production management. Preferred work and related experience in working in an academic setting and employment at a production company or entity.

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 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