

## **Vacancy Circular**

School of Culture and Creative Expressions (**SCCE**), Ambedkar University Delhi requires young dedicated professionals for the post of Administrative Officer (Studio Manager). The candidate must be a graduate with at least 5 years of experience in relevant field. Job Description of the post is given below:

### **A. Domain Knowledge**

- a) Care, maintenance and set-up of electrical, mechanical and specialized equipment such as TV, Projector, stage lights, laptop, sound equipment, harddrives, camera and tripod etc.
- b) Computer operations like filing, archiving visual material and data and retrieval, basic video and photo editing know-how.
- c) Basic accounting know-how.

### **B. Processes**

- a) Preparing common spaces for events and functions, as required.
- b) Ensuring the space is clean at all times by supervising the cleaning staff.
- c) Ensuring toilet supplies are adequately stocked.
- d) Receive and check goods and supplies and take them to the appropriate place for storage.
- e) To store away technical equipment safely.
- f) Supervising the cleaning of dance floor/ linoleum and ensuring that special procedures are followed through on a regular basis.
- g) Proper maintenance and updation of technical equipment
- h) Maintaining a fixed assets register for the university's equipment and resources.
- i) To maintain library, studio and office resources.
- j) To carry out basic computation tasks like maintaing lists, print-outs and scanning.
- k) To coordinate scheduling and time-tables of studios.
- l) Any other duties that may be assigned to him from time to time by the University authorities.
- m) To ensure that fire safety procedures in the building are being followed through.

### **C. Skills**

- a) Basic technical skills such as video/ photo documentation, editing, achiving, lighting and sound set-up etc.
- b) Reading description, instructions and operating manuals of equipments and products.

- c) Basic accounting skills
- d) Basic archiving/ filing skills

**D. User Interface**

- a) To supervise the work of sanitation staff.
- b) To coordinate with the security staff for safe custody of University property and correct documentation of stores moving in/ out of the campus
- c) To coordinate with contractors working on site and facilitate access to spaces/ facilities.
- d) To coordinate with faculty to facilitate arrangements for teaching learning activities.
- e) To facilitate use of studio premises to the students for academic activities through time-tables and schedules.

**Emoluments:** The monthly consolidated payment will be Rs 40,000/- p.m.

**How to apply:** Please email your application in the prescribed format with updated CV through email as PDF or word attachment to [pottyark@aud.ac.in](mailto:pottyark@aud.ac.in) latest by 09th August, 2018 (23:59 hours).