

Position: Digital Media Facilitator, Media and Maker Commons (MMC), Simon Fraser University Library (multiple positions possible)

Description: The SFU Media and Maker Commons is looking for enthusiastic, creative makers for the position of Digital Media Facilitator. The Digital Media Facilitator is a paid position for current SFU graduate students to provide support for the safe and effective use of AR/VR, Audio/Video creation and editing, animation or video game design for students and faculty in a wide range of disciplines. The Digital Media Facilitator provides consultations to MMC users and facilitates MMC programming (workshops, user groups, etc.) during the MMC's open hours. Other duties include developing documentation, guides, and relevant webpages to support MMC services. The Digital Media Facilitator will also provide guidance and help throughout the lifecycle of any creation projects.

Currently, the supported digital maker tools include graphic design, video and audio editing, animation, and AR/VR software. The Digital Media Facilitator works under the supervision of the Media and Maker Commons Librarian, in coordination with the Head, Access Services.

We acknowledge the Sk̓wx̓wú7mesh Úxwumixw (Squamish), x̓m̓əθk̓w̓əy̓əm (Musqueam), sə̓lilwətaʔ (Tsleil-Waututh), q̓íç̓əy̓ (Katzie), and k̓w̓ik̓w̓əł̓ə m (Kwkwetlem) peoples, on whose traditional territories Simon Fraser University's three campuses stand. By recognizing the Unceded Traditional Coast Salish territories, we aspire to create space for reconciliation through dialogue and decolonizing practices.

SFU Library and the MMC are committed to fostering a culture of inclusion and mutual respect and strive to create an environment where all SFU community members can thrive.

Minimum Qualifications:

- Currently enrolled in an SFU graduate program
- Significant experience and/or training with AR/VR, audio/video creation and editing, animation, or video game design
- Demonstrated familiarity with media, editing or VR software (e.g. Logic ProX, Maya, 3DSMax, Adobe applications)
- Demonstrated ability to train others or facilitate learning
- Demonstrated ability to work with a diverse group of learners, individually or in small groups
- Excellent interpersonal and communication skills
- Ability to work in both Mac and PC environments learn new and emerging technologies

The Digital Media Facilitator will

- Communicate with students, faculty and staff by establishing rapport and maintaining a friendly, helpful, patient, and professional attitude
- Ensure that MMC use and safety policies are observed
- Facilitate MMC workshops for students, faculty and staff
- Develop documentation for workshops, consultations, website materials, and other communications to facilitate MMC use by SFU students, staff, and faculty from a variety of disciplines
- Give tours to groups that may include VIPs, new users, and other visitors
- Effectively facilitate one-on-one and small group consultations
- Communicate effectively and in a collegial manner with MMC and other SFU Library staff, including managing conflict as necessary
- Have the ability to work a flexible schedule to occasionally cover unfilled shifts and extended periods as needed
- Learn and develop skills that support innovation and open platforms and meet the digital creation needs of the students, faculty and staff through training, peer learning and self-paced research and experimentation
- Cross train with additional tools and resources in other areas of the MMC
- Maintain a clean and organized MMC
- Be reliable and punctual
- Complete other duties as assigned

The Digital Media Facilitator does not

- Provide course or assignment specific instruction to students
- Complete student assignments/projects or portions of assignments/projects
- Provide assessments or evaluations of students' work

Salary: \$24.04 per hour plus 4% in lieu of vacation

Hours: Regularly scheduled hours during MMC open hours. Hours will be between 7 - 14 hours bi-weekly – hours will vary with workshop offerings and consultation requests.

Term: Fall (August - December) 2019, with possibility of extension

Anticipated Start Date: Week of August 19, 2019

Application Process:

Applications must include:

- cover letter that indicates your qualifications and why you are interested in this position
- current resume
- names and contact information for 2 academic or professional references
- Availability for Fall Semester

Those applicants selected for an interview will be asked to demonstrate their familiarity with any digital media tools: digital video or audio media, editing or VR. Successful applicants will be trained and cross-trained to use the digital creation tools in the MMC.

The SFU Library commits to a continuous process of transformation to advance equity, diversity, and inclusion and to serve the cause of social justice. The [Library's Statement on Equity, Diversity and Inclusion](#) provides more information.

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. Simon Fraser University is committed to employment equity and encourages applications from qualified candidates of all genders, visible minorities, persons of First Nations, Inuit, or Métis heritage, persons with disabilities, and LGBTQ2SIA+ identified persons.

Deadline:

This posting will remain open until the position is filled, with **review of applications beginning immediately**. To be given assured consideration, applications should be submitted via email in one consolidated PDF document by August 3, 2019.

Please submit applications to:

Mark Christensen

Head, Access Services

Email: mark_christensen@sfu.ca