

University of Wisconsin – Milwaukee
Department of Film, Peck School of the Arts

ANNOUNCEMENT OF POSITION VACANCY

Media Specialist

ACADEMIC STAFF
OPENING:

Media Specialist

POSITION TITLE: Program Manager, full-time, 12 month, non-teaching academic staff position in the docUWM unit of the Department of Film in the Peck School of the Arts at the University of Wisconsin-Milwaukee. Annual contract renewable depending on availability of sufficient project funding.

STARTING DATE: December 14, 2009

POSITION
DESCRIPTION:

The Media Specialist will serve as the Program Manager of docUWM and will manage the development, implementation, and reporting for extramurally funded documentary media projects. docUWM is a documentary media center based in the UW-Milwaukee Film Department that provides students with the opportunity to work on professional productions and learn the art, craft and business of making media. Students and affiliated faculty collaborate on feature-length documentaries for public television broadcast, short form videos that raise awareness about a variety of contemporary political and social issues, as well as boundary-defying projects like the animated poetry series, “Poetry Everywhere.”

QUALIFICATIONS: Candidate must have a bachelor’s degree in filmmaking, journalism and mass communication, or related discipline. Preferred qualifications include: evidence of outstanding documentary film production; a history of acquiring and administering funded federal grants and/or other funded grants and contracts; a history of collaborative/interdisciplinary film production projects; a record of distribution and presentation at the national/international level; experience in management of diverse personnel, including academic staff, interns and students; and experience budgeting and reporting on grants and contracts.

PROGRAM
DESCRIPTION:

The Department of Film has 10 full-time faculty members and 8 full time academic staff members and offers BFA and MFA degrees in film, video and new genres.

The UWM Peck School of the Arts is one of the largest and most comprehensive arts schools in the region. It has over 2,000 majors and offers degree programs in art, dance, film, inter-arts, music, and theatre.

The University of Wisconsin-Milwaukee is one of two public doctoral research universities in the state, offering more than 29,000 students a comprehensive liberal arts and professional education through 159 degree programs.

SALARY: Competitive salary commensurate with qualifications and experience.

APPLICATION PROCEDURES:

Persons interested in being considered for this position must apply through the University of Wisconsin-Milwaukee Employment Site located at www.jobs.uwm.edu/. The direct link to the posting is www.jobs.uwm.edu/applicants/Central?quickFind=51156. Completed on-line applications must include a letter of application describing interest in and qualifications for the position; a curriculum vitae which includes applicant's email address; a description of funded research projects/potential projects (research interest); and a document listing the names, addresses, phone numbers, and email addresses of three professional references. Do not include letters of reference with application.

Additional materials may be requested later by the Search Committee.

APPLICATION DEADLINE:

Screening begins November 23, 2009, and continues until a qualified candidate is hired.

UWM is an affirmative action, equal employment opportunity employer.

The names of those nominees and applicants who have not requested that their identities be withheld and the names of all finalists will be released upon request.

For the UWM Campus Security Report, go to www.cleryact.uwm.edu, or contact the Office of Student Life, Mellencamp Hall 118, at 414-229-4632 for a paper copy.

All finalists for this position will require a criminal records review consistent with the Wisconsin Fair Employment Act.