



**Date Posted:** Tuesday, April-13-10

## DOCUMENTARY INSTRUCTOR (Motion Picture Production Program)

**Application due:** Open until filled

**Start date:** September 2010

**Type:** part-time

**Apply to:** [jobs@vicfilm.com](mailto:jobs@vicfilm.com)    **Subject:** Documentary Instructor

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Pacific Film & New Media Academy (PFMA) is growing again! Come join the only "accredited" entertainment school on Vancouver Island teaching the media arts under one roof.

PFMA is seeking a competent "Documentary Instructor" to compliment our full time Motion Picture Production program. The ideal candidate enjoys sharing their knowledge with others, coupled with professional industry experience/background.

Requirements:

- 3-5 years of professional "industry" experience
- Previous experience teaching in a school environment: min 2 years.
- Outstanding conflict resolution skills, excellent time management skills without continued direct supervision.
- **Acceptance and willingness to support the role that community colleges serve in higher education, specifically the mission, values, goals and objectives of PFMA.**
- Ability to develop a professional rapport with faculty and students.
- Good computer skills (report writing skills, software etc)
- A demonstrated understanding of and value for the contributions that a diverse workforce can make to the success of both the organization and students we serve.

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Responsibilities:

- Designs and delivers class instruction through the development of instructional plans to meet course competencies and the development of activities which support lesson objectives.
- Communicates expectations and establishes clear grading criteria through appropriate instructional means, to include but not limited to developing course syllabi, handouts, and materials supporting the instructional process; evaluates student progress and provides clear, timely feedback.
- Promotes student success by showing flexibility in style and work schedule as well as exhibiting a passion for teaching and students and engaging students in the learning process.
- Manages the learning environment through keeping accurate records, submitting grades and other reports on time, and enforcing school/campus academic and attendance policies.

If you meet the profile above and would like to be part of our growing family, we invite you to send your resume with the subject line to:

**Documentary Instructor:** [jobs@vicfilm.com](mailto:jobs@vicfilm.com)

We thank all applicants for their interest but only those selected for an interview will be contacted

No walks in/ interview on the spot or phone calls regarding the position will be accepted.

