



European
University
Institute

ROBERT
SCHUMAN
CENTRE FOR
ADVANCED
STUDIES

Florence, 16 June 2020

VACANCY NOTICE for one or more PROJECT ASSISTANTS (video maker)

The EUI has a vacancy for one or more Project Assistants in the Robert Schuman Centre for Advanced Studies.

Reference number: V/RA/RSC/20/2020 (please quote in all correspondence)

Department:	Robert Schuman Centre for Advanced Studies (RSCAS)
Length of contract and % of full-time:	1 August 2020 (or as soon as possible) – 31 December 2021, renewable, full-time.
Salary indication:	Approximate net salary 2.500 € per month, plus allowances if applicable. More information about conditions of employment is available here .
Director of the project:	Prof. Brigid Laffan
Title of the project:	Robert Schuman Centre for Advanced Studies (RSCAS)
Job description:	<p>The candidate will be involved in the production of audiovisual materials for online courses, as well as audiovisual material for publicity and events, in the framework of the RSCAS activities (among others, specific support will be given to the Florence School of Banking and Finance). He/She will work in close collaboration with the RSCAS multimedia specialist. The expected tasks include:</p> <ul style="list-style-type: none">- Recording audiovisual material<ul style="list-style-type: none">- Recording (online and on-campus) audio material, for the production of video outputs including: lectures, narrations, podcasts and interviews.- Recording (online) video lectures, presentations, and interviews, featuring speakers connected through online conferencing software.- Recording (on-campus) video lectures, presentations, and interviews, featuring speakers at the EUI premises.- Editing<ul style="list-style-type: none">- Editing audio and visual material, ensuring a high level of audiovisual quality.- Visual development<ul style="list-style-type: none">- Designing motion graphics, layouts, animations and graphic materials, for inclusion in online course video contents and marketing materials in line with the EUI and RSC corporate identity.- Coordination<ul style="list-style-type: none">- Interfacing with EUI staff members to, among others: schedule recording sessions, consult on audiovisual production, provide guidance on using audiovisual tools.- Liaising with other staff members with respect to the production of

	audiovisual materials.
Place of work:	Florence
Qualifications:	<p>Essential:</p> <ul style="list-style-type: none"> - 2-3 years of professional experience in the production of audiovisual materials (proven by a portfolio); - Excellent command of audio-video editing software (Adobe Premiere, After Effects, Audition and alternatives); - Studies background (university, training programme, certification) in videomaking, video directions, audiovisual production; - Good command of graphic design software and of the major industry standards; - Good command of software for remote audiovideo recording (including videoconferencing, i.e. Zoom/Skype); - Excellent experience in using recording equipment (video cameras, audio recorders, microphones). <p>Desirable:</p> <ul style="list-style-type: none"> - Familiarity with the e-learning formats and/or scientific dissemination; - Experience in working in international organisations and/or academic institutions; - General interest in EU policy topics.
Languages:	English
Contact details	For more information contact donato.dibartolomeo@eui.eu .
Deadline	The closing date for applications is: 5 July 2020 at midnight (CET)
How to apply	Fill in the online application form and upload documents as requested. Kindly include a portfolio of audiovisual materials produced.