



Opportunities Industrialization Center, Inc.
1231 N. Broad Street, 4th Floor, Philadelphia, PA 19122

Job Description: OIC Studios Manager

Since 1964 Philadelphia OIC has been a leading workforce development and education provider. OIC offers quality job training, life skills, supportive services, and employment opportunities.

Summary:

We at OIC Philadelphia are seeking a knowledgeable and enthusiastic OIC Studios Manager to teach and inspire students in the field of audio-visual (A/V) technology. The ideal candidate will have a strong background in A/V systems, including audio engineering, video production, and digital media, possess the ability to lead and coordinate participant-executed audio-visual (A/V) projects from conception to completion, while being responsible for developing and delivering curriculum that prepares students for careers in the A/V industry. This role requires excellent communication skills, a passion for teaching, and the ability to stay current with industry standards, trends, and technologies.

Essential Duties and Responsibilities:

- **Curriculum Development:** Design and develop a comprehensive A/V curriculum, including lesson plans, practical exercises, and assessments, to provide students with a solid foundation in audio-visual technology.
- **Instruction:** Deliver engaging and interactive lectures, demonstrations, and hands-on training in various A/V topics, including audio engineering, video production, lighting, editing, and A/V system setup and operation.
- **Technical Training:** Teach students how to operate A/V equipment, including cameras, microphones, mixing consoles, video switchers, and lighting systems, ensuring they gain practical skills.
- **Student Assessment:** Evaluate student performance through assignments, projects, and exams, providing constructive feedback to help them improve and succeed.
- **Industry Knowledge:** Stay up to date with the latest A/V technologies, software, and industry practices, integrating new developments into the curriculum.
- **Classroom Management:** Foster a positive and inclusive learning environment, encouraging student engagement and participation.

EQUAL OPPORTUNITY EMPLOYER: Philadelphia OIC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics.

- **Project Management:** Lead and manage A/V projects, including planning, budgeting, scheduling, and execution, ensuring projects are delivered on time and within scope.
- **Training and Development:** Train and mentor A/V technicians and other staff members on system operation and best practices
- **Mentoring and Support:** Provide guidance and support to students, helping them with career development, portfolio building, and job placement.
- **Equipment Management:** Oversee the use and maintenance of A/V equipment and software in the classroom and lab environments, ensuring all resources are in good working condition.
- **Collaboration:** Work with other instructors and program coordinators to ensure consistency and quality across the A/V program.

Essential/Training/Work Experience:

- Associate's degree in Audio Engineering, Video Production, Digital Media, or a related field. Bachelor's degree preferred. Relevant certifications (e.g., CTS, AVIXA) are a plus.
- Minimum of 3 years of professional experience in the A/V industry, with expertise in audio engineering, video production, or A/V system integration.
- Prior teaching or training experience, preferably at the post-secondary or vocational level.
- Strong knowledge of A/V equipment and software, video conferencing systems, digital mixers, and lighting control systems; Including DAWs (Digital Audio Workstations), video editing software, and live production tools.

Specialized Knowledge and Skills:

- Excellent communication and presentation skills, with the ability to convey complex concepts in an accessible manner.
- Excellent project management skills, with experience using project management tools and methodologies.
- Passion for teaching and a commitment to student success.
- Ability to manage a classroom effectively and create an engaging learning environment.
- Strong organizational skills and attention to detail.
- Strong problem-solving and troubleshooting abilities.

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- Ability to adapt to different learning styles and provide personalized instruction as needed.

OIC Philadelphia is a mission-driven nonprofit, that provides both the values and sense of purpose that working for a historic nonprofit provides. We provide a competitive salary and a comprehensive benefits package and invest in the growth and development of our staff. Our work environment is collaborative and focused and will provide you with the opportunity for deep utilization of your particular set of talents.

Work Conditions:

OIC Philadelphia is currently working in a hybrid work environment that allows for a flexible work schedule. When in the offices, this individual will work in a typical office environment. On a standard workday, the majority of time is spent sitting at a desk, using the computer, and speaking on the phone.

However, at times, this role will be required to attend OIC events or related outside meetings on behalf of the organization. These meetings/events may take place outside of regular business hours.

Disclaimer:

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.

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