

## PSAC Job Description

<b>Job Title</b>	<b>Knowledge Mobilization Studio Assistant</b>	<b>Rate of Pay</b>	Per the CA
<b>Classification</b>	Student Assistant II	<b>Approved</b>	March 10, 2026

### Job Summary

To provide technical production support in the Knowledge Mobilization Suite, assisting with the setup, operation, and post-production or audio and video recording sessions.

### Primary duties:

1. Set up the KMS recording environment, including configuring the set, cameras, lighting and microphones
2. Operate KMS equipment during recording sessions, including the TriCaster, audio mixer, teleprompter and cameras
3. Edit recorded content into needed formats using appropriate editing software (CapCut, Adobe Premiere, GarageBand, etc)
4. Create and configure social media accounts on behalf of faculty members or research projects as required
5. Upload and publish finalized content to the appropriate social media channels in accordance with the faculty member's needs
6. other relevant duties as assigned

### Qualifications

#### Skillset:

1. Limited advanced skills and judgment
2. Ability to work independently once trained, and to follow direction from faculty members booking the KMS
3. Ability to work courteously and professionally with faculty, staff and research collaborators
4. Detailed-oriented, reliable, and punctual; able to prepare the studio in advance of scheduled sessions

#### Education:

1. Preference given to current Brandon University student; second year undergraduate level/standing is required
2. Coursework in Media Production, Communications, or Music Technology, or a related field is considered an asset
3. Strong academic standing is required

#### Experience:

1. Some advanced training is required; completion of KMS orientation and training provided by the KMO is mandatory
2. Experience with video or audio editing software is an asset

### Working Conditions

1. Work with minimal supervision during sessions; initial training and ongoing support provided by the KMO
2. Working hours will vary based on booking schedules and may include day or evening shifts
3. Training to be provided by Knowledge Mobilization Officer (KMO) prior to undertaking assignments

### Alternate Job Titles may include:

1. KMS Production Assistant
2. Knowledge Mobilization Media Assistant