

PROMOTIONS OFFICE

Organization Name: Promotions Office/Student Affairs Marketing (in the Division of Student Affairs)

Job Title: Production Sound Mixer

Reports to: Creative Services & Production Manager, Video/Photo Project Manager, Team Lead

Job Objective: Operates field recorders and various microphones on set during production and assists with audio editing when needed.

Responsibilities:

- Proficient in operating various field recorders and microphones
- Maintains and organizes SD cards and audio files
- Assists with audio editing as needed
- Occasionally recording studio voice-over

Required Qualifications:

- Film and Video major or related field of study
- Must be current GVSU student enrolled in, at least, 6 credits
- Experience with audio gear (portable field recorder, lavalier/shotgun microphones)
- Strong organizational skills & good time management
- Highly motivated individual with the ability to work on a team

Preferred Qualifications:

- Familiarity with grip and post processes
- Experience with set procedures
- Flexible schedule with the ability to work weekends if needed

Compensation: Starts as a level 4A (based on the [GVSU Student Wage Rate Chart](#)) and increases based on prior experience and time in the position. Hours are available on a project by project basis and can be flexible with course schedules.

Description of organization: The Promotions Office is a student-powered creative agency that provides design, print, video, photo and digital marketing services for clients (on campus) which educate, inform, and inspire the campus community. We are a part of Student Affairs Marketing within the Division of Student Affairs.

How to apply: Deadlines and information about applying for this position can be found online at: <http://gvsu.edu/promotions/apply>

