

HELLENIC COLLEGE
HOLY CROSS GREEK ORTHODOX SCHOOL OF THEOLOGY

50 Goddard Avenue, Brookline, MA 02445 • (617) 731-3500 • fax (617) 850-1460 • www.hchc.edu

Studio Production & Technology Manager

Position Summary

Hellenic College Holy Cross (HCHC) seeks a full-time **Studio Production & Technology Manager** to manage and operate its newly developed video, audio, podcast, and virtual production studio facilities.

This is a hands-on technical and creative production position responsible for the day-to-day operation, maintenance, and continued development of HCHC's studio production capabilities. The Studio Production & Technology Manager will work closely with faculty, administration, communications staff, students, and outside collaborators to transform academic, theological, institutional, and promotional concepts into professionally produced media.

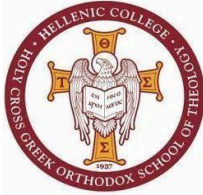
The ideal candidate is a versatile production professional who is equally comfortable preparing a studio, operating cameras and production systems, recording high-quality audio, working with LED and virtual production environments, and editing finished programs. This person should be able to manage a production from initial planning through recording, post-production, delivery, and archiving.

The position requires a strong combination of technical proficiency, production judgment, organization, creativity, and interpersonal skills. Because many participants will be faculty, clergy, students, and guests who are not professional performers, the Studio Production & Technology Manager must also be able to create a comfortable production environment and communicate technical concepts clearly to non-technical users.

Primary Responsibilities

Studio Production and Operation

- Manage the day-to-day operation of HCHC's video production, podcast, and associated studio facilities.
- Prepare, configure, operate, and reset studio systems for productions.



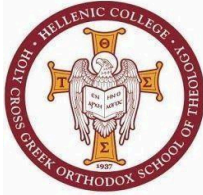
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- Operate cameras, camera robotics, video switching, recording, playback, monitoring, audio, lighting, graphics, and related production systems.
- Operate and configure the studio's LED display and associated video systems for appropriate production workflows.
- Configure studio layouts, camera positions, lighting, microphones, displays, and production environments based on the requirements of each program.
- Record interviews, lectures, educational programs, podcasts, conversations, demonstrations, promotional content, and other institutional productions.
- Monitor image, audio, recording, and other technical elements throughout productions to maintain professional production standards.
- Troubleshoot technical issues before and during productions and develop practical solutions when production requirements change.
- Support both single-presenter productions and more complex multi-camera productions involving multiple participants.

Production Planning

- Meet with faculty, administrators, and other stakeholders to understand the goals and requirements of upcoming productions.
- Translate creative and academic objectives into practical production plans.
- Help determine appropriate production approaches for different types of content, including masterclasses, online courses, interviews, podcasts, catechetical programming, institutional films, promotional videos, and special projects.
- Develop repeatable studio configurations and workflows that allow HCHC to produce consistent content efficiently.
- Coordinate production schedules and ensure the studio, equipment, media, and production assets are prepared in advance.



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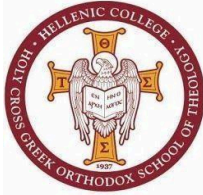
- Help presenters prepare for studio recording, including basic guidance regarding presentation, teleprompter use, microphones, camera positioning, and the production process.

Post-Production and Media Management

- Edit video and audio productions from initial assembly through final delivery.
- Perform multicamera editing, basic color correction, audio mixing and cleanup, graphics integration, titles, captions, and other routine post-production tasks.
- Prepare content in appropriate formats for web, social media, online learning, presentations, events, archival use, and other institutional distribution.
- Create and maintain reusable editing templates, graphics packages, project structures, and other production standards to improve consistency and efficiency.
- Organize, manage, archive, and retrieve recorded media and production project files.
- Maintain appropriate backup and media-management practices for active and completed projects.
- Coordinate with other HCHC departments or outside creative professionals when a project requires specialized post-production, graphics, animation, virtual environments, or other capabilities beyond normal in-house production.

LED and Virtual Production

- Operate HCHC's LED studio systems and incorporate prepared digital environments, imagery, video, graphics, and other visual assets into productions.
- Prepare and test content for appropriate display and use within the LED studio.
- Work with internally or externally created virtual production assets and environments and adapt them for individual productions as appropriate.



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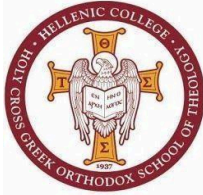
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- Maintain repeatable virtual production workflows that allow HCHC to make effective use of the LED studio without requiring every production to be developed from the ground up.
- Collaborate with creative and technical partners when new or more complex environments or workflows are required.
- Stay informed about developments in virtual production and recommend practical improvements that support HCHC's educational and institutional mission.

Studio Systems and Technical Management

- Develop and maintain a thorough working knowledge of the studio's video, audio, lighting, control, network, computer, and data infrastructure.
- Perform routine inspection, testing, maintenance, and basic troubleshooting of studio systems and equipment.
- Maintain organized studio equipment, accessories, cabling, media, and production resources.
- Identify equipment or system problems and coordinate service or outside technical support when necessary.
- Maintain software, firmware, production computers, and related systems in coordination with HCHC Information Technology and other appropriate departments.
- Document important studio configurations, operating procedures, and production workflows.
- Research production technologies and industry practices and make recommendations for future improvements or purchases.
- Keep studios, control areas, podcast spaces, and equipment storage areas organized and ready for production.

Institutional and Educational Support



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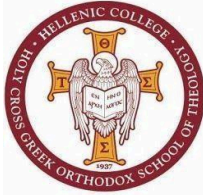
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- Support the development of HCHC's studio as a resource for theological education, academic programming, communications, admissions, advancement, and public engagement.
- Work collaboratively with faculty to develop efficient methods for recording online and asynchronous educational content.
- Support productions involving visiting scholars, clergy, Church leaders, alumni, students, and other guests.
- Assist HCHC in establishing production standards and workflows that can be taught to students, faculty, or other staff when appropriate.
- Provide basic orientation and training for approved users of studio systems and workflows.
- Participate in selected productions or institutional events outside normal working hours when production schedules require it.
- Perform other related studio and media-production responsibilities as assigned.

Qualifications

Required

- Demonstrated professional experience in video production, broadcast production, studio production, digital media, or a closely related field.
- Strong hands-on experience with professional video cameras and multi-camera production.
- Strong knowledge of video production fundamentals including exposure, composition, lenses, frame rates, codecs, signal flow, and recording workflows.
- Working knowledge of professional audio production including microphones, gain structure, recording, monitoring, and basic audio troubleshooting.



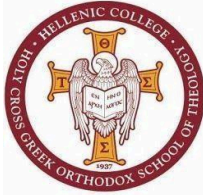
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- Experience with studio and/or location lighting and an understanding of lighting for interviews, presentations, and multi-camera productions.
- Professional proficiency with nonlinear video editing software and post-production workflows.
- Ability to edit and finish complete programs independently, including video, audio, titles, graphics, and delivery.
- Strong understanding of media management, file organization, storage, backup, and archiving.
- Ability to troubleshoot video, audio, computer, and production-system problems methodically.
- Strong organizational and project-management skills with the ability to manage multiple productions and deadlines.
- Strong written and verbal communication skills.
- Ability to work effectively with both highly technical and non-technical colleagues.
- Ability to work independently and take responsibility for the readiness and operation of a sophisticated production facility.
- Ability to occasionally work outside normal business hours when required by productions or institutional events.
- Ability to safely move and set up typical production equipment.

Preferred

- Bachelor's degree in television production, film, communications, media production, audio production, or a related field, or equivalent professional experience.
- Experience operating robotic or PTZ camera systems.
- Experience with LED-wall production, virtual production, XR, or related production technologies.



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- Familiarity with real-time graphics or virtual production platforms.
- Experience producing educational, documentary, interview, institutional, or long-form content.
- Experience with podcast production and audio post-production.
- Experience with teleprompters and presenter-driven studio production.
- Experience working in higher education, nonprofit, religious, cultural, or mission-driven organizations.
- Experience developing repeatable production workflows, templates, and technical documentation.
- Basic motion graphics and graphic-design capabilities.
- Familiarity with livestreaming and live production workflows.

Desired Professional Qualities

The successful candidate should be a resourceful and adaptable production professional who enjoys both the technical and creative sides of media production. HCHC is seeking someone who takes ownership of the studio, anticipates production needs, solves problems calmly, and continually looks for ways to improve quality and efficiency.

The position requires someone who can work comfortably with a wide range of participants, from experienced media professionals to faculty members entering a professional studio for the first time. Patience, professionalism, discretion, attention to detail, and an appreciation for HCHC's academic and ecclesial environment are important to the role.

Above all, the Studio Production & Technology Manager should be capable of turning the technical capabilities of HCHC's new studios into a sustainable production operation that supports the institution's educational mission and enables HCHC to consistently create high-quality media.

Hellenic College is an equal opportunity employer.

A diverse workforce and an inclusive culture is valued.

Upon receiving an offer, successful completion of a criminal background check is required for employment.