MPS Job Description

The Multimedia Project Studio (MPS) is a student-focused high-end multimedia production facility with branches located in Bostock and Lilly Libraries. The MPS features a high-end suite of hardware and software components designed to support users working on projects in areas such as web design, graphics creation and manipulation, audio and video editing, and 3D printing and modeling.

MPS staff provide creative and technical support for patrons in the lab, helping faculty, staff and students take their project from beginning concept to final outcome.

Duties and Work Performed

- Assist patrons of the Multimedia Project Studio in conceptualizing and creating their projects, encompassing evaluation and choice of tools to final product stage.
- Provide technical support for MPS computers and technology as needed.
- Create MPS blog posts, documentation, and similar materials on a regular basis.
- Maintain facility equipment, peripherals, and lab environment.
- Able and willing to work on related projects as assigned.

Students hired with 3D printing skills are expected to handle additional duties, including maintenance of the 3D printers in MPS West, holding office hours for customer questions, and conducting training sessions in the lab and/or academic classes.

Experience and Skills

- Excellent oral and written communication skills, along with a strong customer service background. Previous employment history or experience with teaching, tutoring or volunteering.
- Strong expertise in at least one area of multimedia production (e.g. 3D production, graphic design, web design, video editing, audio production, etc.).
- Strong familiarity with Mac OS X

Incentives

- Starting wage is $10 an hour, with opportunities for increases the longer you stay in the program.
- OIT offers multiple opportunities for paid training and skill development for student employees.

How to apply

Students who are interested in applying should fill out the online application at http://oit.duke.edu/help/swat/join.php. Questions about the position can be directed to Erin Nettifee at erin.nettifee@duke.edu