

Milarepa Center

1344 US Route 5 South *Lama Thubten Yeshe: Founder*
Barnet, Vermont 05821 USA *Lama Zopa Rinpoche: Spiritual Director*

AUDIO/VISUAL TECHNITION WORK STUDY POSITION

This is a 30-hour per week position. Approximately 25 hours devoted to audio/visual and 5 hours a week devoted to housekeeping, with some flexibility included, as needed. Reports to Spiritual Program Coordinator.

Audio/Visual

- ✓ Manage the audio and/or video recording of Dharma talks, other programs, and general events / life at Milarepa Center
- ✓ Organize an archive of these materials
- ✓ Set up all audio/visual equipment in the outside tent for large event
- ✓ Set up live streaming of events
- ✓ Manage live audio equipment during events
- ✓ Monitor audio/visual recording in the tent
- ✓ Archive any recordings of events
- ✓ Transfer audio and video to computer, and render files together
- ✓ Edit videos to upload to social media sites including Vimeo, YouTube, Instagram and Facebook
- ✓ Edit footage of the summer (and/or past footage) to create several short videos for promotional tools
- ✓ Document and provide instructions for all areas of audio/video
- ✓ Cross-train full-time staff on how to maintain any systems that are developed

General Work Study Duties

- ✓ Attend weekly Work Study meeting
- ✓ Be present during all programs to work on an as need basis to help the program run smoothly
- ✓ Set up and take down water bowl offerings on a rotating schedule
- ✓ Set up dinner for staff and guests on a rotating schedule
- ✓ Attend morning meditations (4 times per week) and other special programs designed specifically for Work Study participants
- ✓ Daily housekeeping
- ✓ Take on special projects from time to time that may not be listed here
- ✓ Be available to cover other staff positions as needed
- ✓ Help with social media, such as Facebook and Instagram

