

Film and Television Institute of India

Law College Road, Pune – 411 004.

F.No.A-12024/8/2015-Est.(Vol.IV)

JOB PROFILE

1. Professor Acting

- To conduct theory classes on all aspects of the subject concerned in conventional and emerging digital/ electronic media.
- To conduct practical classes on all aspects of subject and guide students on one-to-one basis.
- To oversee preparation & publishing of class/ practical/ workshop schedules of the department and supervise for all internal practical/ exercises/ projects like Play, Diploma Film, Shooting of scene work etc.
- To plan and supervise the functions relating to the academic activities of the department like classes, exercises, projects, workshops, study tours/ field work etc. including mentoring and supervision.
- To plan and do coordination with guest/ senior faculties/ professionals for workshops and classes.
- To assist and coordinate with the academic administration in strengthening knowledge resource of the department as well as the Institute by way of suggesting new textual and audio-visual study/ reference material.
- To ensure academic discipline in the department
- To perform such other duties and functions as may be assigned to him/ her by, Dean, Director and other Competent Authorities from time to time.
- Post of Professor being the highest position in the department, selected candidate may possibly work as Head of the Department and job responsibilities in the capacity of Head of the Department would be:

- To work as overall in-charge of the Department.
- To plan the academic calendar and administration of the department and supervise the academic activities as planned.
- To do planning/ budgeting of the department.
- To prepare job chart indicating the allocation of jobs to the faculty and staff of the department.
- To plan seminars, exchanges, workshops etc and envision the futuristic structuring of the department.
- To prepare and submit annual performance report of the department to the Dean.
- To assist Dean and Director in co-ordinating and carrying out the academic programme.
- To constitute a Departmental Disciplinary Committee as and when required and submit report to the Dean in case of Faculty members and to Registrar, in case of other staff of the department regarding gross negligence/ misconduct and other such matters.
- To conduct examination(s) and do departmental/ internal assessment/ evaluation including assessment/ evaluation of coordinated exercises/ projects.
- To assist in admissions process and to evaluate answer-sheets of entrance examinations conducted by the Institute and perform the duties with regard to the admission process.
- To ensure completion of courses in time.
- To suggest modification in the academic guideline for smooth functioning of the department keeping teaching-learning objectives in mind and without interfering with other departments.

2. **Associate Professor Sound**

- To conduct theory classes in respective subjects and to conduct practical classes of specialisation as well as common course as per departmental requirements.
- To guide student on one-to-one basis.
- To assist in carrying out the functions relating to the educational responsibilities including coordination and supervision.
- To supervise academic practical/ workshop/ exercises/ projects of the students and provide theoretical and practical knowledge.

- To coordinate and carry out assignment for study tour/ fieldwork/ workshops as may be necessary for the courses.
- To carry out assignment with regard to the entrance examination/ admissions.
- To assist in maintaining academic discipline in the department
- To perform such other duties and functions as may be assigned to him by HOD, Dean, Director and other Authorities from time to time.

(3) Associate Professor Art Direction

- To conduct theory classes on all aspects of respective subjects in conventional and emerging digital/ electronic Media.
- To conduct practical classes on all aspects of subject as per departmental requirements and guide students on one-to-one basis.
- To provide theoretical knowledge to students and conduct practical of Art Direction & Production Design in the areas of Visual design (Design Elements, Painting, Composition, Colour, space & design, Set Construction and Material etc and related software such as 3D max, Google Sketch up, Photoshop, Premeire, after effects etc.) and to provide one-to-one guidance to the students.
- To assist in carrying out the functions relating to the academic activities of the department including regular classes, practical, projects, workshops, study tours/ field work, etc.
- To prepare & publish class/ practical/ workshop schedules of the department including coordination of workshops.
- To do mentoring, supervision of academic practical/ workshop/ exercises/ projects of students and to assess, review and evaluate student activities and progress.
- To conduct examination(s) and do departmental / internal assessment / evaluation including assessment / evaluation of coordinated exercises / projects .
- To evaluate answer-sheets of entrance examinations conducted by the Institute and perform the duties with regard to the admission process.

- To assist in strengthening knowledge resource of the department as well as Institute by way of suggesting new textual and audio-visual study and reference material.
- To help in maintaining academic discipline in the department.
- To perform such other duties and functions as may be assigned to him/ her by Director, Dean, concerned HOD and other authorities from time to time.

(4) IT Manager

- Effective strategic IT planning and implementation to achieve the set target. Oversight of IT performance and oversee the development & maintenance of the IT strategic plan.
- Monitor projects, supervising digitisation, IT budgets, priorities, standards, procedures, troubleshooting, Systems backups, archiving, disaster recovery and provide expert support to insure smooth running of the Institutes technical infrastructure and ensuring downtime is kept to a minimal, and also for any other project/ event undertaken by the Institute. Also to prevent any illegal activity on organizations infrastructure.
- To initiate & execute ERP implementation on campus in a time bound manner. This includes liaising with the different section heads for their work flow chart preparation – conversion of said flow chart into ERP Programs – Testing with the section heads – ERP Staff training – Final delivery & Implementation.
- To provide technical assistance in using Learning Management Systems such as Google Classroom. Also, provide technical assistance to all the online activities of the Institute including that of procurement & maintenance.
- Train/ arrange for the training of the faculty & the office staff for software and for emerging technology.
- Keep up to date records for all Assets, Computers and Accessories which are allotted to different departments or individual persons in the Institute & other equipment received & stored in multimedia department store.

(5) **Digital Colourist**

- To work as head colourist and do management of colour grading systems.
- To teach and give demonstration of colour grading work and systems including hardware, software and applications.
- To do colour grading of all practical/ exercises/ projects.
- To supervise the work of assistant colorists and supporting staff.
- To report to the Laboratory Manager/ HoD Cinematography on technical as well as administrative matters .
- To help and assist in upgradation.
- To maintain record of all official work.
- To maintain academic discipline at all times.
- To perform such other duties and functions as may be assigned to him by Director, Dean, HOD concerned and other authorities from time to time.

(6) **Outreach Officer**

- Co-ordination and Liasioning with Film and TV Schools in India and abroad.
- Liasioning with National/ International organizations / Institutions/ Industry individuals.
- Work related to exchange programmes, exchange of teaching resources, co- production, research and short courses.
- Liasioning with Central/ State Govt. Offices, Corporate Offices, NGO's etc. for all activities of the Institute.
- Assisting authorities in organizing events, seminars, workshops, film festivals, exhibitions, etc.
- Student placements.

- Management of paid and non-paid publicity of the Institute across the media platforms; print, TV and digital media.
- Media relations and preparation of press notes or press releases and content for publicity.

(7) **Security Officer**

- To look after security arrangements and supervise the work of security staff, conservancy staff.
- Any other duties that may be assigned by the authorities regarding security arrangement during the visit of various eminent persons to the FTII.
- Ensure a safe environment at the Institute.
- Act immediately to distress calls and emergency calls in response to disorderly conduct, disruptive persons and incidents.
- Maintain the Institute's reputation with professionalism and legal compliance.
- Supervise patrolling of securing personnel, assets, buildings, gates, and fence perimeter in all weather conditions.
- Investigate and take appropriate lawful action and help administration during accidents, incidents, trespassing, suspicious activities, safety and fire incidents.
- Liaisoning with law enforcement and rescue agencies.

(8) **Production Supervisor**

- Responsible for coordination of all shootings.
- Responsible for preparation towards exercises/ projects under the guidance and instruction of Associate Professor Film Production and to supervise the exercises/ projects of all courses in coordination with Production section.
- To work as Liaison officer for carrying out necessary procedures with regards to in campus as well as outdoor shootings.

- To oversee planning of allotment and maintenance of equipments and assigning/ deputing manpower for execution of shootings.
- To prepare minutes of Production meetings and reports of all productions.
- To ensure timely completion of coordinated exercises/ projects.
- To perform such other duties and functions as may be assigned to him/ her by Director, Dean, concerned HOD and other Authorities from time to time

(9) Post-Production Supervisor

- To schedule, supervise and monitor day-to-day functioning of post production work of all academic activities under the guidance and instructions of Associate Professor Film of Film wing including exercises and projects.
- To coordinate with all HoD's and assist the appropriate authorities of the Departments/ Institute on all matters related to Post Production work.
- To coordinate with students as and when required and supervise their academic work, exercises and projects.
- To supervise and ensure timely completion of post-production work of all academic exercises and projects as per schedule in coordination with all concerned Departments and Sections.
- To implement the laid down guidelines of academic exercises and projects. Report any deviations and implement the decisions taken on all matters.
- To prepare briefs of important matters related to post production work of all academic activities.
- To plan, control and supervise security of data in coordination with concerned departments and sections.

- To enquire or to initiate enquiry into complaints of unauthorized entry of individuals and material and cases of theft etc. during post production process and report the matter to the authorities for further action as and when required.
- To perform such other duties and functions as assigned by the HoDs/ Deans/ Director/ Registrar and other senior officers from time to time.

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