

## Work Study Job Description

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|---------------------------|-----------------------------------|
| <b>Job Title</b>          | documentary assistant             |
| <b>Organization Name</b>  | CultureWorks                      |
| <b>Job Location</b>       | Ravenna                           |
| <b>Address</b>            | 6314 20th Ave NE Seattle WA 98115 |
| <b>Pay Rate</b>           | \$15 - \$20                       |
| <b>Employment Period</b>  | Academic Year                     |
| <b>Hours Per Week</b>     | 19 hrs/wk                         |
| <b>Contact Supervisor</b> | Steve Rowland                     |
| <b>Phone Number</b>       | 2158400074                        |
| <b>Email Address</b>      | steve_rowland@mac.com             |
| <b>Website</b>            | www.ShakespeareIs.org             |

### Nature of Organization

CultureWorks is a 501c3 non profit. We produce educational documentaries for public radio and internet delivery. We are currently producing "Shakespeare Is" a large project that looks at how we perform, teach and share Shakespeare in many contexts.

### Duties and Responsibilities

management and organization of interview files  
 basic text editing  
 posting to website  
 working with interview database and the program DevonThink

either working with our video files doing basic editing and organization or working on social networking - depending on applicant's interest and expertise. Or both.

### Minimum Qualifications

interest in documentary and oral history interviews  
 good organization skills  
 reliability  
 good past recommendations

video editing, audio editing preferred  
 social networking knowledge preferred

**Educational Benefits**

work with Peabody Award winning documentary producer  
learn about Shakespeare in the contemporary world  
learn about organizing and editing interviews for a documentary  
learn video and audio editing skills  
basic writing

**How to Apply**

send email with resume, one recommendation and a statement of interest/experience

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Job Number: 70CUWO01 | Category: Arts & Media | Program: State | Reimbursement Rate: 70%