

Adjunct Instructor Description: Foundations of Filmmaking

Position Title: Adjunct Instructor, Foundations of Filmmaking

Location: Trilith Institute (Fayetteville, GA)

Compensation: \$5,000

Schedule: In-person, Wednesdays, 9:00 AM – 12:00 PM

Term Dates: Wednesday, August 19 – Sunday, December 12 (17 weeks)

Position Overview

The Trilith Institute seeks an industry-experienced Adjunct Instructor to teach a Foundations of Filmmaking course. This **in-person**, 17-week undergraduate course serves as a foundational gateway into the film industry, providing an introduction to the roles and responsibilities of development, pre-production, production, and post-production departments. The instructor will be expected to bridge academic learning outcomes with real-world industry experiences. The instructor will be expected to meet several times throughout the semester with other Trilith professionals to discuss status updates, student progress, and curriculum reviews.

Key Responsibilities

The instructor will lead a collaborative classroom once weekly that includes a lecture portion and frequent in-class workshops or hands-on activities. Duties include:

- **Deliver core lectures** on development, pre-production, physical production departments, on-set safety, post-production, and distribution.
- **Manage professional deliverables** including workflows, call sheets, team org charts, budgets, and shot lists.
- **Facilitate career development** by lecturing on breaking into the industry and guiding resume/portfolio creation.
- **Evaluate student work and administer assessments** including homework, projects, weekly terminology quizzes, a midterm exam, and a comprehensive final exam.
- **Manage course administration**, including tracking attendance, enforcing late-work penalties, and upholding institute policies.
- **Participate in kick-off and mid-semester meetings** with the practicum instructor to align curriculum, assess student progress, and coordinate instructional strategies.

Qualifications & Ideal Profile

The ideal candidate is an active entertainment industry practitioner committed to undergraduate mentorship. An MFA in Filmmaking, Creative Writing, or a closely related field is highly preferred; a bachelor's degree with extensive credits will be considered. The candidate should have verifiable professional film/TV experience, specifically regarding the production office process, workflow, set management, and physical production logistics. The candidate should have some knowledge and proficiency across all core film production roles, department

responsibilities, and set safety standards. They should have a proven ability to run workshops, evaluate creative deliverables objectively, and teach film/TV production tasks and processes.

To Apply: Submit a resume, cover letter, and reel/portfolio/IMDB link to contact@trilithinstitute.org