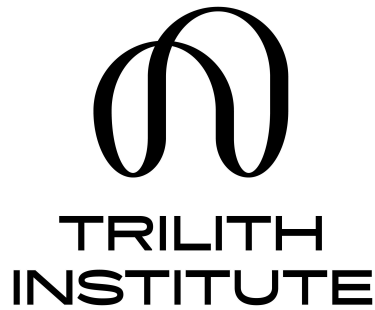




Adjunct Instructor Description: Production Office Management

Position Title: Adjunct Instructor, Production Office Management

Location: Trilith Institute (Fayetteville, GA)

Compensation: \$5,000

Schedule: In-person, Wednesdays and Fridays, 1:00 PM – 3:45 PM

2027 Term Dates: Wednesday, January 13 – Friday, March 5 (8 weeks)

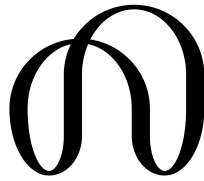
Position Overview

Trilith Institute seeks an industry-experienced Adjunct Instructor to teach Production Office Management. This **in-person** undergraduate course introduces students to the functions of the production office as the central hub of studio filmmaking, the roles and responsibilities of the production office team, and the documents, workflows, and professional standards that drive a production from prep to wrap. The ideal candidate brings direct experience as a production coordinator, production office coordinator, or production manager and will be expected to bridge academic learning outcomes with real-world industry standards, preparing students to pursue entry-level employment as office production assistants.

Key Responsibilities

The instructor will lead a collaborative, workshop-style classroom twice weekly over an accelerated 8-week term. Duties include:

- **Deliver core lectures** on topics such as production office roles and departments, the three phases of production (prep, shoot, wrap), industry terminology, and the key players in the studio filmmaking process.
- **Teach students** to recognize, interpret, and prepare standard production documents, including call sheets, production reports, script revisions and collation, Exhibit G, prep schedules, and script sides.
- **Facilitate hands-on workshops and case studies** that simulate the production office environment, emphasizing creative problem-solving, shifting priorities, and real-world scenarios.
- **Mentor students' career readiness**, guiding industry outreach, resume development, and creating an action plan for pursuing production office employment.



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- **Administer and grade items** such as quizzes, a midterm, a final exam, homework, and in-class projects, and model the punctuality and professionalism expected on a working production.
- **Evaluate student work** using objective, effort-and-completion-based grading rubrics focused on technical execution and revision.
- **Manage course administration**, including tracking attendance, enforcing late-work penalties, upholding institute policies, and communicating with students.
- **Participate in kick-off and mid-semester meetings** with the practicum instructor and higher education staff 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. A bachelor's degree is required; an MFA or other graduate degree in film, television, or a related field is preferred. Candidates should have substantial, verifiable production office experience, such as credits as a production coordinator, assistant production office coordinator, production secretary, or production manager on studio features or episodic series. The instructor should have mastery of the production office's core software, including Microsoft Office, Adobe Acrobat, and industry tools such as Movie Magic Scheduling and production document platforms. Candidates should also have a proven ability to run hands-on workshops, coach students through fast-moving problem-solving scenarios, and maintain a respectful classroom that models on-set professionalism. The candidate will need to be able to follow a pre-designed curriculum while adding in their own practical insights and real-world experiences.

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