



DOCS IN PROGRESS

CREATING COMMUNITY THROUGH DOCUMENTARY

Call for Instructors: Intro to Documentary Production Workshop

Docs In Progress is looking for a qualified Instructor to teach future sessions of our Intro to Documentary Production Workshop during 2019. The exact dates are TBD, but instructors should generally be available on Saturdays 10 AM – 1 PM for 7 consecutive weeks (we can work with your schedule to accommodate). The course will be taught in person at the NEW Docs In Progress office located at Alexander House 8560 Second Avenue, Suite 113 Silver Spring, MD 20910.

Application Deadline: Friday, February 1 (12 PM EST)

How to Apply: Please send the following materials directly to Program Director Andrea Passafiume at andrea@docsinprogress.org in word or pdf document format:

1. Résumé or CV
2. Brief bio
3. A letter stating why you would like to be considered for the position
4. Two professional references with contact info

Please follow directions and complete all steps in order to be considered.

About Intro to Documentary Production Workshop

The Intro to Documentary Production Workshop is a longstanding adult education offering with Docs In Progress. This hands-on workshop for new filmmakers focuses on how to plan, shoot, and edit a short documentary video using HD Cameras (we use Panasonic) and the Adobe Premiere video editing system on Macs. Equipment will be provided. Participants will work in small teams to produce a 3-5 minute short documentary profile piece. Story subjects will be assigned to allow participants to focus their energies on learning how to use the technology, work in a crew, and plan and structure their story. Story subjects are drawn from people and places in the local community.

While we welcome new instructors to bring their unique expertise to teaching, we ask that you stay close to the already established structure of this longstanding core workshop.

About the Participants In This Workshop

This workshop can accommodate up to nine students. Participants are largely those who have limited or no experience with filmmaking but who may be exploring the form because they have a story they would eventually like to tell through a documentary; as a means of expanding their communications skills for another profession (we get a lot of participants who work for nonprofits, academia, or government); or who are simply exploring a new artistic hobby. We also will sometimes have participants who have some experience in the media world (such as producers or screenwriters) who want to understand more about documentary filmmaking or build hands-on skills in shooting and editing.

About Docs In Progress

Docs In Progress is a 501(c)(3) non-profit organization which gives individuals the tools to tell stories through documentary film to educate, inspire, and transform the way people view their world. By developing, encouraging, and celebrating new and diverse voices in documentary film, we also seek to deepen the public's experience, understanding, and appreciation for documentary as a form of art and expression. We do this by offering an array of programs aimed at aspiring and experienced documentary filmmakers and the broader community. We strongly recommend you familiarize yourself with Docs In Progress and the community we serve through our website (www.docsinprogress.org) or by attending some of our programs.

What is expected of a Docs In Progress Teaching Artist?

- **Knowledge of documentary video production** and the broader documentary field demonstrated through education and/or real-world experience. Ideally the applicant would have prior experience teaching video production in an academic environment, for a community media center, or in a non-profit or for-profit media training environment;
- **Experience teaching or mentoring adults** who have varying levels of comfort with the technical aspects of filmmaking. Many of our participants have little to no experience with video cameras, editing systems, or even using a Mac computer, so capacity for patient guidance is a must.
- **Energetic, reliable, communicative, and well-organized** to handle multiple tasks.
- **Ability to work with people of all backgrounds and personalities**, including the capacity to help manage any challenges which can arise in a collaborative arts learning environment;
- **Commitment to provide participants with meaningful and useful information and experiences** that support their abilities to create documentaries during and beyond the workshop. Our culture is really about "teaching to fish rather than giving a fish," so instructors are there to provide instruction and guidance, but to let students do the work and be able to learn from mistakes;
- **A keen interest in and commitment to the mission and vision of Docs In Progress.** If you are not already familiar with us, we suggest checking out our website at docsinprogress.org or attending some of our programs.
- **Prior experience using (and ideally teaching) Adobe Premiere Pro** (we use Creative Cloud, but CS5 or CS6 experience is also fine). Ability to lift, carry, and set up up to 40 lbs of video equipment.
- **Familiarization with Docs In Progress equipment prior to workshop date.** We currently teach with the Panasonic AG-HMC40 AVCCAM HD Camcorder (which has been discontinued but is similar to this [more recent model](#) except without the LED light) and teach students with both wireless and shotgun (boom) mics. We do not teach lighting in our Intro workshop.

- **Provision of useful handouts** that help participants apply the material covered in the workshop to their documentary filmmaking. Think, “Don’t just tell me – Show me.” Docs In Progress is happy to make copies of handouts, provided you allow us a one-week lead time to produce them. Alternately, you may bring handouts for the participants with you to the program, copied at your own expense;
- **Arrival at the workshop site at least one half-hour prior to scheduled program start time.** Staff will generally not be on site for these workshops, so the instructor will need to be timely to get set up and greet participants.

Compensation

Docs In Progress is a small nonprofit which covers 40% of its annual operating budget from fees charged to participants in training classes and workshops. These fees help cover rent, utilities, our small executive and administrative staff, and other general expenses which keep the organization in operation. With this in mind, we strive to keep program expenses as low as possible. Our workshops are offered by teaching artists on both a pro bono and contract fee basis.

The fee structure for the *Intro to Documentary Production* class is determined as follows:

A flat rate based on the number of participants registered (\$1500 for 9 students, \$1400 for 8 students, \$1300 for 7 students, \$1200 for 6 students, \$1100 for 5 students, or \$1000 for 4 students). In the event of three or fewer registrations less than 48 hours prior to the first session, the class will be canceled and the instructor will be compensated a flat cancellation fee of \$250.

The Provider may invoice upon completion of delivering the final projects in formats specified by staff.

Promoting Yourself

Docs In Progress requires teaching artists to adhere to protocols of professionalism as representatives of Docs In Progress. The biographical sketch you provide us is your opportunity to promote yourself and your work. The bio will be published on our website throughout the published calendar period during which your training is offered.

While you may represent yourself as a contract teaching artist or contract instructor at Docs In Progress, you may not represent yourself as a staff member. Docs In Progress provides teaching artists with the phone number and e-mail of our program participants so that you can contact them if something comes up during the workshop. You should also provide your contact information in your syllabus. You may mention your company and any major accomplishments in your biographical sketch, and may show excerpts from your own work in class if it is directly related to instructional goals (such as showing how you set up a scene or edited a sequence). Teaching artists may not solicit Docs In Progress students for services which are also provided by Docs In Progress (such as story consultations, focus groups, or offering other workshops).

We understand that program participants often form a bond with the teaching artist, and may wish to stay in contact after the workshop. Our guiding principle is that a participant must “opt-in” to receive

future correspondence from teaching artists beyond the workshop. You must also have provisions for allowing individuals to opt out of any mailing and/or marketing lists.

While you can encourage students to apply for other Docs In Progress programs which require application (work-in-progress screenings, fiscal sponsorship, fellowships, etc.), you cannot make any guarantees of their acceptance into any of these programs.

Docs In Progress Staff

Docs In Progress staff consists of the Executive Director, Erica Ginsberg and Program Director, Andrea Passafiume. Andrea will oversee all logistics for your training up to the day of the training and will ensure that you can access the space. She will also serve as your primary form of contact for any questions or concerns about the workshop.

If you have any questions, please contact:

Andrea Passafiume, Program Director
andrea@docsinprogress.org
301.789.2797