



2 HOURS



- Calculations
- Making inferences
- Essay development

Assessing Job Offers in Film Production*

Students assess two job offers with different wages, work hours, commutes, and duties. They make various computations of the wages, take personal strengths and preferences into account, and write an essay identifying which position they would choose and why.

MATERIALS

- *Assessing Job Duties* handout
- *Assessing Job Wages* handout
- *My Job Acceptance* essay assignment

EXPLAIN

- 1 After conducting an interview and checking references, an employer chooses an employee. But an employee also chooses. She can accept, reject, or negotiate. What factors will you consider when assessing a job offer?
 - › *Examples: work responsibilities, wages, bonus/commissions, workplace, responsibilities, commute, time off, hours, benefits.*

- 2 Distribute the *Assessing Job Duties* handout. Ask students to work in pairs to identify as many job responsibilities for each job as possible.

- 3 Share responses with the class.

Ask: What personal attributes would make a good employee for each job? How is this different from the responsibilities?

- › *Responsibilities are what an employee does. Attributes are the qualities that the employee possesses, such as patience or facility with calculating large numbers, for example.*

- 4 If a computer lab is available, ask students to navigate to CareerCruising or CareerZone to find additional duties and write them in the chart.

Ask: If you are looking for film editing, what are some keywords you can use to search?

- › *Film editor, film production*

If you are looking for videographer, what are some keywords you could use?

- › *Cameraperson, camera operator*



*RAENs will provide regional adaptations.

- 5 If a computer lab is not available, print the entries from CareerZone or CareerCruising.
- 6 Distribute *Assessing Wages* worksheet. Let students know that some questions have one clear answer and others have multiple possible answers. Ask students to read the worksheet and determine which type of answer each question will have. Ask students to complete the worksheet.
- 7 Ask students to discuss which job they would prefer, taking into account the job responsibilities, wages, schedule, commute and any other factors.
- 8 Distribute *My Job Acceptance* writing assignment and ask students to complete it. Teachers should divide this assignment into steps according to how they teach the writing process, for example, by using an outline, a freewrite or pair discussions.

Assessing Job Duties

Great news! You've been offered a Documentary Editing Assistant position with the Public Broadcasting Service (PBS) and a fellowship as a Videographer with Princeton Office of Intercultural Affairs. What duties do you think would be required for each position?

JOB RESPONSIBILITIES	
Documentary Editing Assistant with the Public Broadcasting Service (PBS)	Videographer with Princeton Office of Intercultural Affairs



Assessing Wages*

The two jobs offer very different hours, wages and benefits. Analyze the chart to answer the questions on the following page. Show all of your calculations.

	THE PUBLIC BROADCASTING SERVICE (PBS)	PRINCETON OFFICE OF INTERCULTURAL AFFAIRS
HOURS	2–6pm Wednesday–Thursday, 12–9pm Friday and Saturday, 10am–5pm Sunday As needed to meet deadlines Closed federal holidays with no pay	40 hours per week. Schedule varies depending on assignment. Closed federal holidays with no pay Two weeks vacation in Winter and one long weekend break in Spring
PAY RATE	\$17/hr	Transportation and meals paid for. \$200 living stipend every two weeks
BONUS	None	\$5,775 Education Award at the end of service to be used to pay for previous or future college education. College credit available.
LOCATION	Manhattan office	Princeton, NJ
COMMUTE	45 minutes by subway	One hour subway plus one hour on the New Jersey Transit commuter train.
BENEFITS	None for part-time employees	Limited medical insurance (routine and emergency care) \$400/mo for childcare
DUTIES	Assist the documentary editing team in all aspects of the editing process. View raw film footage, label film sequences, communicate regularly with senior editors and meet with filmmakers to discuss editing decisions. This job requires being able to work long days when needed to meet deadlines.	Film and photograph cultural, global awareness, and social justice community events. Interview attendees and record remarks during and after events. Download and edit footage before saving it on the Intercultural Affairs hard drive. Ability to work evenings and weekends a must.

Documentary Editing Assistant THE PUBLIC BROADCASTING SERVICE (PBS)	Videographer INTERCULTURAL AFFAIRS
Monthly Pay	Monthly Pay
Monthly Transportation Costs	Monthly Transportation Costs
Monthly Food Expenses \$250	Monthly Food Expenses
Benefits	Benefits



My Job Acceptance

Taking into account all that you know about each job and all that you know about yourself, which job would you choose?

Write a 1-2 page letter to your friend or sibling, describing your choice and the reasoning behind it. Be sure to include:

- Expected responsibilities and why you think you would enjoy this job.
- Your skills and interests and how you can grow as a professional in this job.
- How this job fits in to your short-term or long-term goals.
- A discussion of the wages, including salary, awards and benefits.
- A discussion of the work hours and how this fits in with your schedule.
- Was it a difficult or easy choice? Explain why.

Make sure that each paragraph has one main idea and that all paragraphs are organized in a way that is easy to follow.