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## **LABORATORY TECHNICIAN, FILM/TELEVISION**

### **DEFINITION**

Under general supervision, provides instructional support services for faculty and students; issues and maintains portable multimedia equipment; assists students and faculty in the use and operation of equipment, computers, and materials related to the College's film and television program; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned Dean. Exercises no supervision of staff.

### **CLASS CHARACTERISTICS**

This is a journey-level class responsible for conducting a variety of instructional support activities to ensure student learning. Positions perform the full range of duties assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This classification is distinguished from other laboratory technicians by having subject matter expertise in film and television.

### **EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)**

- Checks multimedia equipment in and out and issues to students; monitors, receives, stores, and maintains adequate inventory levels of equipment.
- Maintains and troubleshoots multimedia equipment; ensures that all equipment is in a safe and operational condition.
- Prepares and sets up laboratories, demonstrations, and instructional materials; monitors laboratory environment; organizes, arranges, stocks, and distributes equipment and supplies.
- Provides instructional support to students and faculty in the film and television program; transfers student films to digital formats; assists in instructional demonstrations of procedures and techniques; explains related principles, practices, procedures, methods, terminology, and equipment.
- Operates, demonstrates use of, and troubleshoots multimedia equipment, peripherals, and various film and television equipment, including film scanners, audio control surface, cameras, digital audio recorders, and sound and lighting equipment; assists faculty and students in proper and safe methods in usage of equipment.
- Monitors computer classrooms and assists students with use of software and hardware; coordinates with faculty and Educational Technology Services on hardware and software installations and updates; coordinates with video engineer on multimedia updates and maintenance.
- Cleans and maintains facilities and equipment; ensures proper storage of equipment and materials; ensures laboratory and work areas are maintained in a clean and orderly condition.
- Maintains accurate reports and records of work performed and materials and equipment used.
- Monitors, orders, receives, stores, and maintains adequate inventory levels of supplies and equipment; monitors program budget and expenditures.
- Submits work orders for maintenance and repair of equipment and facilities.
- Learns and applies emerging technologies related to the area of assignment.

- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles, theories, terminology, techniques, equipment, and materials related to film and television programs.
- General methods and procedures for preparing demonstrations, equipment, and materials used in film and television programs.
- Principles and procedures for setting-up, operating, demonstrating use of, and maintaining various equipment used in film and television programs.
- Computer and peripheral equipment maintenance methods and procedures.
- Occupational hazards and safety equipment and practices related to the work.
- Methods, practices, and techniques of student learning and instruction.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.
- Record keeping principles and procedures.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Modern office practices, methods, and computer equipment and software relevant to work performed.
- Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation.

### **Ability to:**

- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
- Explain principles, theories, terminology, techniques, equipment, and materials related to film and television programs.
- Engage students in positive learning in the laboratory or other learning environments.
- Assist students and faculty and demonstrates proper use and maintenance of equipment, materials, and supplies used in film and television programs.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.
- Estimate and order required supplies and equipment.
- Safely and effectively use and operate equipment required for the work.
- Maintain accurate records of work performed and materials and equipment used.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software, and modern business equipment to perform a variety of work tasks.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to an Associate's degree from an accredited college with major coursework in film and/or television production or a related field and three (3) years of experience in the operation, maintenance, and repair of multimedia technologies.

**Licenses and Certifications:**

None.

**PHYSICAL DEMANDS**

Must possess mobility to work in a laboratory/classroom environment, to use a computer, and to operate varied equipment related to film and television programs; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

**ENVIRONMENTAL ELEMENTS**

Employees primarily work in a film and television laboratory, studio, and/or office environment with moderate noise levels and controlled temperature conditions. Employees may work outdoors and are occasionally exposed to loud noise levels and cold and/or hot temperatures. Employees are exposed to hazardous materials and mechanical and/or electrical equipment and tools.

**Salary Grade:** C1-47

**FLSA:** Non-Exempt

**EEO Code:** H-50

**Board Approved:** April 2021