

Job Description	
Title:	Laboratory Technician - Film and Television
Unit:	CSEA 262
Range:	79
Synopsis:	New Position
Rationale:	With increases in enrollment and added sections, a laboratory technician is need to prepare labs and equipment and provide technical support to students and faculty.
Incumbent:	Vacant

LABORATORY TECHNICIAN - FILM AND TELEVISION

DEFINITION

Under general supervision, provides instructional support services for faculty and students in the proper use and operation of digital cinema and broadcast hardware, software, and other materials; assists students in the use of film and television production equipment; and assists in the preparation of instructional materials for the film and television program.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the assigned managerial personnel. Exercises no direct supervision of staff. Provides instructional, technical, and functional direction and training to staff and/or temporary employees.

CLASS CHARACTERISTICS

This classification is responsible for conducting a variety of instructional support activities to ensure student learning. Incumbents perform the full range of duties as assigned, working independently, and exercising judgment and initiative. Incumbents 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 assigned area of responsibility. This position is responsible for assisting students and supporting faculty, maintaining schedules for the production studio, edit bay, and other related facilities, maintaining and providing for those instructional facilities. This classification is distinguished from other laboratory technicians by having subject matter expertise in digital cinema and television production.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Assists faculty and students in the proper and safe methods of operating instructional facilities, film and television production equipment, and related software.
2. Provides assistance to faculty, and students on class assignments, performances, or productions for film and television courses.
3. Maintains, updates as necessary, equipment inventory database of program equipment and expendable assets. Maintains accounting of all equipment property tags.
4. Prepares and checks the operation of required production equipment for classroom demonstrations and student production projects; maintains supply levels and light repair, plus general maintenance of equipment and equipment storage facilities.
5. Evaluates, responds to, and resolves requests for computer assistance from students and faculty, assists users experiencing problems with platform hardware, related production software, and other computer-related technologies.

6. Cleans and performs light maintenance and troubleshooting on studio equipment such as cameras, camera mounting platforms, lighting and grip equipment, sound equipment and hardware, shared storage and editing workstations.
7. Maintains clean, orderly, and safe environment in the production studio and assumes responsibility for the security of all equipment and materials.
8. Orders and replaces broken parts; drives to off campus locations for pick up of equipment/materials, as necessary.
9. Maintains and assists with software updates and upgrades of specialized computer software and programs used in the production studio, classroom, and edit bay in consultations with Information Technology (IT).
10. Orders supplies and assists with maintaining budgets for review and approval; recommends capital expenditures.
11. Promotes an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility.
12. Provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
13. Supports and abides by federal, state, local policies, and Board Policies and Administrative Procedures.
14. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and mandated trainings as required.
15. Prepares and delivers oral presentations related to assigned areas as required.
16. Performs related or preceding classification duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Principles and practices used in the operation, maintenance, and administration of film and television production systems.
3. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
4. Modern office practices, methods, and computer equipment and applications related to the scope of responsibility.
5. Terminology, techniques, equipment, materials, principles, theories, practices, and procedures related to the College's film and television program.
6. Occupational hazards and standard safety procedures.
7. General methods and procedures for preparing course materials and laboratory exercises and demonstrations used in various College film and television programs.
8. Set up, operation, demonstration, and maintenance of various equipment used in the College's film and television programs.
9. General equipment assets and budget record keeping principles and procedures.
10. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

11. Techniques for providing a high level of customer service by effectively interacting with the public, vendors, students, and College staff, including individuals of various ages, disabilities, various socio-economic levels and ethnic groups.

Skills & Abilities to:

1. Advocate for and communicate the College's vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Participate in addressing gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in the recruitment and retention of staff.
3. Participate in providing resources and support towards the goal of a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
4. Configure, operate, and maintain digital cinema and video production systems.
5. Identify and resolve hardware and software problems and perform minor repairs.
6. Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
7. Establish and maintain filing, record keeping, and equipment tracking systems.
8. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
9. Communicate effectively through various modalities.
10. Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
11. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures; understand scope of authority in making independent decisions
12. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

1. Equivalent to an associate's degree from a regionally or nationally accredited college with major coursework in video engineering, digital video production or film production; and
2. One (1) year full-time equivalent experience working with film, television production, audio, and video equipment; or

Desirable Qualifications:

1. Experience working with policies and procedures relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI); OR

2. Experience with participation in programs relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI).

Licenses and Certifications:

The incumbent may periodically be required to travel to a variety of locations; if operating a vehicle, incumbents must have the ability to secure and maintain a valid California driver's license.

PHYSICAL DEMANDS

Must possess mobility to work in a production studio/classroom environment; strength, stamina, and mobility to perform medium to heavy physical work, to operate varied equipment related to the assigned program; 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.

Incumbents in this classification bend, stoop, kneel, reach, and climb to perform work. Incumbents must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Incumbents work indoors and outdoors, and are frequently exposed to dust, fumes, and allergens and occasionally exposed to loud noise levels, inclement weather conditions, chemicals, mechanical and/or electrical hazards, and hazardous physical substances. Incumbents may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.