**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Media Equipment Technician

**Job Number:** SO-429

**NOC:** 5211

**Band:** 4

**Department:** Cultural Studies

**Supervisor Title:** Chair, Department of Cultural Studies

**Last Reviewed:** October 9, 2019

**Job Purpose**

Under the general supervision of the Chair of the Cultural Studies Department, provides a variety of administrative and technical services to the Chair, other assigned faculty and staff, and students who make use of the Department’s media and arts technology and equipment, including analogue and digital cameras, microphones, editing facilities, mixing boards, and related accessories.

**Key Activities**

1. Keeping regular office hours to provide student and faculty access to Department equipment and facilities.
2. Provision of instruction on use and care of equipment and facilities.
3. Updating, researching, and maintaining equipment and editing facilities, including hardware and software.
4. Establishing and sustaining relationships and procedures for equipment repair.
5. Updating, cataloguing, and maintaining equipment database and Department equipment services portal.
6. Maintaining active records of equipment use and condition.
7. Creating, updating, and distributing training materials for use of the rental system and notes for use of the equipment.
8. Management of financial transactions, e.g. the purchase of film.
9. Continued professional development with regard to new advances in and updates to relevant hardware and software.

**Education**

Bachelor Arts or Fine Arts in Media Studies, Cultural Studies, or a related field; professional training or relevant experience in use of analogue and digital cameras, microphones and recording devices, and visual and audio editing hardware and software.

**Experience Required**

1. Expertise in the use of standard word processing and spreadsheet applications, including Word and Excel.
2. Experience with Trent University’s media equipment booking system, or demonstrated ability to master new computer platforms.
3. Experience with darkroom processing, including WHIMS training.
4. Experience with Bolex 16mm and 8mm cameras, Super 8 cameras, 35mm still photography cameras, digital video and still photography cameras, and relevant production accessories.
5. Experience with Shure SM58 microphones, condenser microphones, Lav microphones, Zoom recorders, PA system and components, and relevant production accessories.
6. Experience with visual and audio editing software, including Garage Band, DaVinci Resolve, Audacity, iMovie, Adobe Premiere, Photoshop, and GIMP.
7. Experience with visual and audio editing equipment, including Epson scanners, photoprinters, guillotine splicers, rewinds, and darkroom facilities.
8. Administrative experience requiring interpersonal and organizational skills

**Communication**

Internal;

* Students, with respect to equipment borrowing and training
* Faculty, with respect to course scheduling and equipment prioritization and facilitation Staff, with respect to access to equipment and editing facilities

External:

* Relevant businesses, with respect to purchase of equipment and supplies
* Technicians and sales associates, with respect to equipment maintenance and repair

**Motor/ Sensory Skills**

* Fine Motor Skills, Dexterity, Coordination – loading film, cleaning and troubleshooting visual and audio equipment, replacing photo printer paper and toner, general computer use
* Gross Motor Skills, Coordination, Equilibrium – walking, climbing stairs
* Hearing – responding to faculty, staff, and students; troubleshooting equipment
* Visual – computer use, completion of paper forms, troubleshooting equipment

**Effort**

Mental:

* Sustained attention – record keeping, providing guidance, frequent interruptions
* Seeing, touching – investigating and repairing equipment, attention to minute detail

Physical:

* Lifting, carrying, moving – Loading/unloading equipment and supplies (up to 50lbs), carrying up and down stairs
* Bending/Kneeling – Organizing lower storage shelves, troubleshooting and repairing equipment
* Walking/climbing – Offices, washrooms
* Standing/Stretching- Organizing upper storage shelves

**Working Conditions**

Physical:

* Potential exposure to photo chemicals
* Eyestrain – prolonged use of screens

Psychological:

* Disgruntled students – equipment malfunction or processing error
* Disgruntled students – limited availability/time restrictions on rentals
* Frequent interruptions – multiple overlapping appointments
* Frequent rescheduling – cancelled or missed appointments
* Conflicting needs, multiple classes and equipment requirements
* Faculty Management – time and equipment restrictions