AMERICAN FILM INSTITUTE
JOB DESCRIPTION

POSITION: Technician, Media Services
DEPARTMENT: Media Services
LOCATION: Los Angeles/Campus

PRINCIPAL RESPONSIBILITIES:
The Technician, Media Services is responsible for providing technical support and professional presentation for all screening rooms, and at other campus events as needed.

PRINCIPAL DUTIES:
• Assist with 16mm and 35mm film screenings (all sound formats).
• Assist with various video formats including: video projection, data interface with film and video, as well as sound and lighting design.
• Provide computer and projection set up for presentations (e.g., staff meetings, etc.).
• Perform quality checks and prepares film and equipment for presentations.
• Set up and/or operate Media Services equipment for all programs and events, including dailies screenings, seminars, film and video screenings and recordings, computer presentations, and rental events.
• Provide technical support to faculty and Fellows for any projection related issues.
• Assist in repairs and maintenance of all Media Services equipment.
• Perform other duties and responsibilities as assigned.

EXPERIENCE/SKILLS REQUIRED:
• Bachelor’s degree required.
• Minimum three years experience in audio video presentation, sound design/set-up and practical knowledge of component electronics.
• Advanced knowledge of computer software and hardware is essential.
• Experience in 16mm and 35mm interlock and video projection is preferred.
• A mechanical aptitude for electronic and computer equipment with the ability to troubleshoot any technical issues.
• Working knowledge of film industry and production experience preferred.
• Exceptionally detail-oriented with the proven ability to handle numerous tasks with appropriate follow-up and reporting activities while not losing sight of the big picture.
• Ability to work independently while being an integral member of a high-functioning team.
• Proven project management skills with the ability to take a project from conception through completion.
• Excellent oral and written communication skills with the ability to convey complex concepts and procedures in simplistic terms.
• Strong time management, organizational and multi-tasking skills coupled.
• Strong diplomacy skills and professionalism are mandatory; this includes the ability to maintain complete confidentiality and discretion.
• Possess a positive and professional attitude with the ability to work as a member of a high-energy, results oriented team.
• Ability to work calmly under pressure.
• Personal integrity and the ability to inspire confidence and trust.
• Available to work evenings and some weekends.

SUPERVISION:
The Media Services Technician performs all duties and responsibilities under the guideline and supervision of the Director, Campus Operations.