

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.
