

## **AMERICAN FILM INSTITUTE JOB DESCRIPTION**

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**POSITION:** Equipment Technician

**DEPARTMENT:** Physical Production

**LOCATION:** Los Angeles Campus

**COVID-19 PROTOCOL:** AFI requires full vaccination against COVID-19 for all employees, subject to limited, legally required exceptions. Proof of vaccination, or documentation supporting an exception to this policy, will be required prior to employment.

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The American Film Institute is a nonprofit organization with a mandate to champion the moving image as an art form. Established in 1967, AFI launched the first comprehensive history of American film and sparked the movement for film preservation in the United States. In 1969, AFI opened the doors of the AFI Conservatory, a graduate-level program to train narrative filmmakers.

### **PRINCIPAL RESPONSIBILITIES:**

The Equipment Technician is responsible for assisting the production equipment operations (i.e., CLS and CCD) team. The Equipment Technician is responsible for the building of equipment packages and the checking in and out of equipment for Cinematography classes, Conservatory productions, Innovative Programs productions (DWW, CIW, others) and other AFI productions. The Equipment Technician is responsible for the transportation of equipment to and from campus locations as well as to and from vendors for curriculum classes, production, sub-rentals, repairs and purchases. The Equipment Technician is responsible for performing light repair of Production Equipment Operations material resources. The Equipment Technician should be able to work at both the Conservatory Camera Department (CCD) and Conservatory Lighting Services (CLS).

### **PRINCIPAL DUTIES:**

- Assemble and check-out CCD or CLS equipment packages.
- Oversee the Fellows' inspection of equipment.

- Provide guidance to Fellows on equipment usage.
- Receive and check-in equipment upon production return.
- Inspect returned equipment for functionality and damage.
- Record any damage on L&D return paperwork.
- Maintain the equipment check-out forms.
- Troubleshoot equipment to determine needed repairs.
- Perform light service and repair of equipment.
- Transport equipment to and from vendors for sub-rentals, repairs, and purchases.
- Transport equipment to and from class locations on campus for productions & classes.
- Organize and maintain Production Equipment Operations campus facilities: CCD and CLS: Manor House, Annex and Stage Equipment Room.
- Support production equipment operations team.
- Perform other duties and responsibilities as assigned.

**EXPERIENCE/SKILLS REQUIRED:**

- High School diploma required; Bachelor's degree preferred.
- Exceptionally detail-oriented with the proven ability to handle numerous tasks with appropriate follow-up and reporting activities.
- Ability to work independently while being an integral member of a highfunctioning team.
- Proven project management skills with the ability to take a project from conception through completion with minimal supervision.
- Excellent oral and written communication skills, including the ability to convey complex concepts and procedures in simplistic terms.
- Strong time management and multi-tasking skills coupled with the ability to work independently and with minimal supervision.
- Strong diplomacy skills and professionalism are mandatory.
- Strong computer skills with strong knowledge in Microsoft Office in a Mac environment.
- 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 with the ability to inspire confidence and trust.
- Experience with computerized inventory system preferred.
- Proficiency in Mac computers and Microsoft Office.

- Must possess a valid Driver's License with clean driving record.

**SALARY:** \$17-\$25/hr