

**AMERICAN FILM INSTITUTE
JOB DESCRIPTION**

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

PRINCIPAL RESPONSIBILITIES:

The Media Services Technician is responsible for providing technical support to, and professional presentation for, all campus screening rooms, as well as for other campus events as needed.

PRINCIPAL DUTIES:

- Run 35mm film screenings
- Run video projection, and data interface with film and video.
- Perform digital cinema (DCP) projection, including tracking, receiving and ingesting digital cinema media and related content.
- Provide computer and projection set up for on campus presentations (e.g., staff meetings, etc.)
- Perform quality checks and prepares film and equipment for presentations.
- Set up and operate Media Services equipment for all programs and events, including dailies screenings, seminars, film and video screenings, audio recordings and distribution, computer presentations and rental events.
- Obtain and organize media/clips while coordinating with staff, faculty and outside rentals to operate campus theater and classroom spaces efficiently and effectively.
- 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:

- Minimum three years experience in 35mm film projection.
- Experience in audio/video presentation, set-up and practical knowledge of digital playback and projection/displays.
- Experience with digital cinema (DCP) equipment and projection.
- Experience with audio reinforcement and recording.
- Knowledge of audio-visual computer software and hardware.
- Demonstrated ability to troubleshoot technical issues with electronic and computer equipment .
- 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 with minimal supervision.
- 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.
- Strong diplomacy skills and professionalism are mandatory; this includes the ability to maintain complete confidentiality and discretion.
- Possess a positive and professional attitude with internal and external stakeholders.
- Ability to work calmly under pressure.
- Personal integrity and the ability to inspire confidence and trust.
- Required to work evenings and weekends, and daytime shifts as needed.

Salary - \$28.00/hr - \$30.00/hr