

Position No.:	S99730
Original Date:	July 2010
Revised Date:	June 2014
Pay Group:	

CLASS SPECIFICATION

FILM CENTRE TECHNICAL SUPERVISOR

NATURE AND SCOPE OF WORK

This is technical project operations, supervisory, service, maintenance, exhibition, and stores work in support of instruction in the equipment storage areas, production studios, and theatre of the Film Centre. This position works closely with students, faculty and staff in the Motion Picture Arts and Film Crafts Departments, as well as with a variety of external clients and industry partners. Duties include supervision, equipment order maintenance and fulfilment, administering departmental database software, resolving logistical challenges inherent to a busy motion picture production environment, and providing technical assistance and training to students and faculty. This position oversees the organization and maintenance of studio spaces in the Film Centre and elsewhere on campus, while ensuring that materials and equipment are safe for use by students, faculty, and external clients. The incumbent will operate and supervise the digital cinema projection system in the Film Centre, manage client intake for internal and external theatre bookings, provide stage management, lighting and sound switching/mixing during live events. This position takes direction from the Program Coordinator or designate and reports to the Director, Film Centre.

ILLUSTRATIVE EXAMPLES OF WORK

- Supervises the day-to-day operations of the equipment storage area in the Film Centre, including supervising and training staff; planning and scheduling the work flow; assigning, prioritizing and checking work assignments; verifying time sheets; preparing work and vacation schedules; identifying short term staffing needs; participating in selection committees; and providing input on performance reviews.
- Assists with the planning and execution of a variety of projects according to deadlines and within budget constraints. This includes acquiring resources and coordinating the efforts of team members and third-party contractors or consultants in order to deliver projects according to the plan. Helps the Director to define project objectives and oversees quality control throughout its life cycle.
- Closely monitors the flow of equipment to anticipate and resolve any issues of availability regardless of their cause. Regularly reviews overdue equipment orders and works directly with the Cashier's Office to process cases of loss and damage.

- Shows faculty and students and external clients individually or in groups how to use materials, machinery, tools techniques, and processes regardless of prior instruction or experience level. Shows and ensures the safe and correct use and application of materials, machinery, tools, techniques, and processes; and designs and adjusts demonstrations as required. Takes responsibility for arranging replacements in the event of materials/equipment failure, and regularly reports to the director on inventory shortages and repair issues.
- Assists students in the realization of their ideas and instructors' directives by showing them the safe and correct application of materials, tools, techniques, and processes. This includes instances where users have no prior experience or instruction. May be asked to give advice on aesthetic and conceptual aspects of projects and project directives as they relate to technical requirements or limitations of equipment.
- Conducts safety inspections of studios and other locations of student production activity. Ensures that materials on safe and correct use of studios and other Film Centre facilities are up to date and widely distributed electronically and in hard copy. Oversees and directs students and external users as they return facilities and borrowed equipment to their default configuration after use.
- Ensures a safe working environment by adhering to and ensuring compliance with WHMIS, WCB regulations, and University occupational health and safety policies and procedures, as well as industry standard motion picture onset safety practices. Demonstrates and monitors the safe and effective use of a variety of equipment, machinery, tools, and materials. Conducts orientation sessions regarding departmental procedures, studio use, and safety. Ensures the discontinuation of unsafe use of the facility and equipment, and reports unsafe use to the Director.
- Maintains equipment and tools by cleaning, checking and changing parts as required, ensuring appropriate servicing, troubleshooting, diagnosing and resolving routine equipment problems and training staff to perform same. Coordinates with Purchasing and Shipping/Receiving and/or directly with vendors to arrange appropriate external servicing and replacement.
- Researches, orders, stocks, and distributes a wide array of motion picture production equipment and related tools and supplies. Oversees annual physical inventory.
- Ensures that equipment operations documentation is current and organized in an accessible manner.
- Responds to inquiries on equipment issues and advises staff on appropriate responses.
- Anticipates equipment requirements. Analyzes existing inventory shelf life and emerging trends in the industry to prepare short and long-term budgets for capital and operational spending, including researching and ordering materials and equipment upon approval by the Director.
- Trains studio technicians to provide house management, lighting and sound switching/mixing, and digital cinema projections services for live exhibition events. Drafts documentation on venue capabilities and equipment operation. Interfaces with internal and external clients to secure event details and itinerary for projectionists and to explain venue capabilities and requirements.
- Maintains theatre bookings and screening schedules digitally and in print. Troubleshoots any hardware or software problems that arise. Interfaces with and oversees external theatrical projection equipment maintenance crews. Provides technical advice to clients to maximize the quality of their multimedia exhibition.

- Maintains loans and inventory records of equipment and supplies, ensuring that equipment is available and ready for use at the stated time and that adequate supplies are on hand for faculty demonstrations and student productions.
- Issues equipment, manuals and related supplies to students and faculty.
- Catalogues equipment. Maintains reservation system for student/faculty equipment loans and analyses distribution records regularly. Checks incoming and outgoing equipment and ensures all is complete and functioning properly.
- Ensures the efficient operation of the reservation system. Sets and/or changes parameters to ensure adherence to policy and for producing reports and statistics.
- Administers departmental reservation software. Schedules updates and any necessary maintenance windows so as not to interfere with daily operations. Assesses and exhaustively documents any software deficiencies. Works closely with software vendor to resolve any issues in a timely fashion and participates in the design of new functionalities.
- Anticipates short and long-term software requirements and creates proposals for software enhancements and interfaces that can be plausibly executed within the existing architecture and budgetary requirements.
- Plans data migration projects and closely supervises deployment.
- Updates the notices on the departmental reservation website homepage
- Actively engages with external clients to fulfil their production requirements for facilities and equipment.
- Coordinates flow of production equipment between multiple courses, assignments, production groups, and deadlines.
- Expedites shipping and receiving for new equipment purchases and RMA items. Receives, picks up, and delivers, newly purchased equipment and RMA items. Applies asset tags in accordance with financial services requirements for capitalized assets.
- Provides trouble shooting for minor technical problems.
- Operates the departmental laser engraver and trains others to do the same. Exercises a high level of mastery over laser engraver software and procedures to ensure that all engraving jobs are safe, accurate and look professional.
- Maintains accurate manual and electronic inventories of new and existing equipment.
- Performs or assigns minor equipment maintenance, refitting, tags and forwards equipment to repair, while ensuring quick turnaround of equipment back to circulation.
- Maintains related files, departmental records and lists.

- Ensures security for the department's equipment and production facilities.
- May be required to operate the departmental aerial lift in accordance with all applicable regulations, and to supervise others operating in a similar capacity.
- May be required to take training and act in the capacity of a floor warden as part of the College's Emergency Preparedness Plan (Fire, W.H.M.I.S, Earthquake).
- Performs duties related to the qualifications and requirements of the position.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Thorough knowledge of the specific rules and regulations which govern the use of the area's equipment and supplies.
- Considerable knowledge of general media, film and AV production equipment, digital and film cameras, digital cinema exhibition and live event support equipment, supplies and industry standards, procedures and protocols.
- Considerable knowledge of the technical objectives and methods taught in the courses offered in the Motion Picture Arts and Film Crafts departments.
- Considerable knowledge of business English and spelling.
- Considerable knowledge of word processing, spreadsheets and database programs, email and intranet, and the ability to upgrade as required.
- Considerable knowledge of automated inventory/booking systems, such as Rental Works.
- Considerable knowledge of digital post-production work flow and related hardware and software.
- Working knowledge of the objectives, methods and procedures and the use of standard office equipment.
- Working knowledge of storage, distribution and inventory practices and procedures.
- Ability to train other staff members, to communicate technical information effectively, and to interpret and explain rules and procedures.
- Ability to plan, organize, assign, and supervise the work of staff engaged in technical services work.
- Ability to assess and pre-empt equipment or facility availability conflicts, and to resolve those that do arise regardless of their cause.
- Ability to assemble, organize, and operate equipment for on set and demonstration use.
- Ability to communicate technical and relevant non-technical information effectively in a dynamic environment with changing student requirements and a wide variety of concurrent curricular, extracurricular, and external projects.

- Ability to establish and maintain effective working relationships with other employees, students and the general public.
- Ability to interpret and follow regulations and procedures of inventory and loan systems, and requisitioning and receiving systems and to make simple arithmetic calculations.
- Ability to maintain, control and organize materials and equipment and keep accurate inventory and loan records.
- Ability to operate and check the functioning of the area's film, TV and audio-visual equipment and perform minor technical repairs.
- Ability to learn assigned tasks readily and to perform them in accordance with established methods and procedures.
- Ability to assist users in the selection, care and use of the area's equipment on loan.
- Ability to perform a wide variety of record keeping tasks and to calculate, tabulate and check data accurately and systematically.
- Ability to safely lift a variety of Departmental equipment (i.e. tripods, camera packs, lighting kits, etc).
- Ability to multitask and use strong organizational and problem solving skills.
- Ability to operate the departmental aerial boom lift.

REQUIRED TRAINING AND EXPERIENCE

- Completion of a two year program (60 credits) in a related subject field.
- Three years of experience working with film production equipment, including cameras, lighting and grip/electrical equipment and maintaining inventory control, preferably in an education support context.
- Two years supervisory experience with a team of three or more.

REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS

- Aerial lift ticket
- Full Class 5 BC driver's license