

Class No.:	
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CLASS SPECIFICATION

FILM CENTRE POST-PRODUCTION TECHNICIAN

NATURE AND SCOPE OF WORK

This is technical work in the area of picture, sound, and effects post-production, project delivery and Nat & Flora Bosa Centre web content. An incumbent in this position is responsible for ensuring the effective use and efficient operation of the Nat & Flora Bosa Centre post-production labs, Nat & Flora Bosa Centre web content, and technical delivery of web and social media materials. Duties include demonstrating the use of lab software and equipment to faculty; providing support to faculty in their use of the lab and the development of materials; performing administrative duties associated with the lab, website and social media; maintaining software inventories, and maintaining communications between the post-production labs and IT Services. An incumbent reports to the Director, Nat & Flora Bosa Centre for Film and Animation.

ILLUSTRATIVE EXAMPLES OF DUTIES

- Demonstrates the use of post-production lab software, authoring systems and equipment, and techniques to locate useful Web sites, to existing and new School of Motion Picture Arts faculty.
- Sets up the lab and necessary materials for lab work while ensuring that the facility is a clean, safe and stimulating environment.
- Assists faculty in evaluating and choosing software and websites that are appropriate to their teaching objectives and the needs of students.
- Keeps up to date in the digital post-production field and on technological innovations in same through ongoing professional development activities, reading, membership in professional organizations and contacts with software providers and user-groups. Keeps faculty informed of advances in pertinent technology.
- Maintains contact with webmaster and monitors, edits and delivers Nat & Flora Bosa Centre website content.

- Curates and delivers film content to the Nat & Flora Bosa Centre website.
- Establishes procedures, in consultation with the post-production instructors in the School of Motion Picture Arts, for appropriate use of lab resources. Monitors the use and effectiveness of the lab, and recommends improvements and changes to the Director, Nat & Flora Bosa Centre for Film and Animation.
- Monitors the condition of lab resources. Performs troubleshooting and maintenance on the lab software. Installs new software. Communicates with IT Services on installation and maintenance of post-production lab hardware.
- Performs inventory control of equipment, software, and other material.
- Maintains communications between the post-production labs and other University areas and committees, including the Director, Nat & Flora Bosa Centre for Film and Animation, IT Services, post-production Instructors, Nat & Flora Bosa Centre staff and the SMPA Film Equipment Committee.
- Responds to enquiries from faculty.
- Maintains contact with software and equipment vendors.
- Keeps files and records associated with the post-production labs, Nat & Flora Bosa Centre website, and SMPA social Media.
- Performs duties related to the qualifications and requirements of the position.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Thorough knowledge of technology, including hardware and software, commonly used in digital post-production.

Adobe After Effects 6.5
 Adobe Photoshop Elements
 Apple Qadministrator
 Apple Qmaster
 Apple Script
 Art Directors Toolkit 4
 Autodesk Smoke
 Avid Media Composer
 Comic Life
 Cinema Tools
 Compressor

Digidesign
Disc. Publisher
DVD Studio Pro
EP –Budgeting and Scheduling
Express Stripe
Final Cut Pro
Garage Band
Graphic Converter
I DVD
I Movie HD
I Work
Live Type
Motion
Omni Giraffe
Omni Outliner
Quicktime Player
Sound Track Pro
Toast Lite 6.0.7.

- Thorough understanding of social media strategies.
- Thorough knowledge of Mac based programs.
- Thorough knowledge of the digital film making process.
- Thorough knowledge of written and oral English including spelling and punctuation.
- Considerable knowledge of the theory and practice of digital post-production.
- Considerable knowledge of the department’s academic content.
- Working knowledge of word processing software.
- Working knowledge of copyright provisions.
- Working knowledge of clearances, defamation and privacy/publicity issues.
- Ability to communicate in a clear, concise manner in both verbal and written form, and to understand complex verbal and written information.
- Ability to troubleshoot and determine sources of equipment and software problems and to make the appropriate service calls as required.
- Ability to gather information and research appropriate technology.

- Ability to upgrade training and skills as technologies and applications develop.
- Ability to multitask, apply organization skills to meet deadlines, and work with minimal supervision.
- Ability to establish and maintain effective working relationships with a diverse group of other employees, faculty and the general public.
- Ability to understand and follow complex oral and written instructions, and communicate information effectively, both orally and in writing.
- Ability to maintain accurate records and perform administrative tasks.

REQUIRED TRAINING AND EXPERIENCE

- Completion of two years of post-secondary education in applied or educational technology, or appropriate alternate training (i.e. producing and filmmaking).
- Experience in film industry social media strategies.
- Three years of related work experience including previous experience working with all the specified post-production software as listed above, working with filmmakers and/or students and being actively engaged within the film industry.

REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS

None.