

Class No.:	
Original Date:	September 2012
Pay Group:	24

CLASS SPECIFICATION

Full Entertainment Studio Superintendent

NATURE AND SCOPE OF WORK

This is supervisory, electrical and technical lighting work in the Nat & Flora Bosa Centre for Film and Animation. Duties include supervising the use of high voltage power for on and off-campus productions, aerial grip and light rigging in the sound stages and “back lot”, maintenance of camera dollies, determining client requirements, resolving technical problems for clients, and ensuring safe and secure use of the facility and equipment. The incumbent serves as an on-site superintendent for selected university and non-university productions and events sanctioned and supported by the Nat & Flora Bosa Centre administration, to take place on or off campus. The incumbent reports to the Director, Film Centre.

ILLUSTRATIVE EXAMPLES OF WORK

- Offers first level technical support to university and non-university users in regards to lighting and grip equipment for productions in the Nat & Flora Bosa Centre studios, or sanctioned and supported by the Nat & Flora Bosa Centre administration.
- Supervises the use of high voltage power for on and off-campus productions.
- Supervises aerial grip and light rigging in the sound stages and “back lot”.
- Supervises use and maintenance of camera dollies and camera cranes.
- Acts as liaison and supervisor to visual effects programs for “live action” visual effects filming.
- Performs specialty lighting and grip “pre-rigging” in the Nat & Flora Bosa Centre as per studio user instructions in advance of studio use, including high amperage electrical distribution.
- Isolates any faulty lighting or rigging equipment, including high-amperage electrical distribution systems, and determines whether in-house or external repairs will be required.
- Performs regular modifications to the rigging tracks in the Nat & Flora Bosa Centre main stages in order to accommodate the raising and lowering of the Sky fold doors.

- Operates, maintains, adjusts, and repairs the chain motor system in the three Nat & Flora Bosa Centre studios.
- Operates, maintains, adjusts and makes repairs to the chain motor truss system in the Bosa Centre studios.
- Operates film industry mobile generators and trucks when required.
- Ensures that all safety protocols related to rigging in the Nat & Flora Bosa Centre studios are met by staff, faculty, students and the general public studio users.
- Creates and processes electronic repair orders using Film Centre inventory control software for all faulty lighting and rigging equipment.
- Educates and answers questions of students and the general public on the Nat & Flora Bosa Centre use and borrowing policies and operation of the equipment reservation software when borrowing equipment.
- Assists the Studio Technicians in the enforcement of use and borrowing policies.
- Attends all student shoots that require access to 400 amp panels.
- Attends all external productions in the sound stage.
- May be required to take training and act in the capacity of a floor warden as part of the University'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 a counterweighted rigging system.
- Thorough knowledge of counterweighted crane system.
- Thorough knowledge with the use, maintenance and repair of lighting and grip equipment.
- Thorough knowledge of film set procedural and safety protocols.
- Thorough knowledge of building sound stage lighting grids.
- Thorough knowledge of all aspects of film lighting theory.
- Considerable knowledge of set wiring, “circus” wiring and appropriate code requirements.
- Considerable knowledge of occupational hazards, safe work practices and precautionary measures related to the use of film equipment within the Nat & Flora Bosa Centre.
- Considerable knowledge of the regulations, policies and procedures governing the use of the Nat & Flora Bosa Centre and the centre’s equipment.

- Working knowledge of the objectives, methods, and contents of the courses offered within the School of Motion Picture Arts.
- Working knowledge of digital film cameras.
- Working knowledge of word processing and e-mail applications.
- Ability to perform work accurately and efficiently within tight time frames.
- Ability to multitask, apply organizational skills to meet deadlines, and work with minimal supervision.
- Ability to understand and follow complex oral and written instructions, and communicate technical information effectively, both orally and in writing.
- Ability to adapt to changing situations.
- Ability to maintain attention to detail with constant interruption.
- Ability to operate film industry generators as required.
- Ability to safely lift and carry heavy objects or equipment within the limits defined by the WCB.
- Ability to provide exceptional customer service by presenting a positive and helpful image (in person, by e-mail and by phone); by assisting clients, students, other employees and the general public by providing knowledgeable information about the University in general and the Nat & Flora Bosa Centre specifically; and by providing follow through with customer inquiries.
- Ability to remain calm in stressful situations and to be diplomatic in dealing with client groups.
- Ability to compose and produce routine and non-routine correspondence.
- Ability to keep accurate records.
- Ability to be flexible in outlook and approach, and to accept feedback.
- Skill in maintaining, checking, and cleaning equipment and making minor repairs.
- Skill in the use of small hand tools.
- Skill in installing equipment.

REQUIRED TRAINING AND EXPERIENCE

- Valid Full Entertainment Electrical certification.
- 5 years of motion picture production experience as a film industry lighting technician.

- 5 years experience as driver/operator of film industry mobile generator and truck.

REQUIRED LICENCES, REGISTRATIONS AND CERTIFICATES

- Valid Class 1 B.C. Driver's License.
- Valid aerial lift certification.