

Class No.:	
Original Date:	October 2023
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Pay Group:	20

CLASS SPECIFICATION

SCHOOL OF MOTION PICTURE ARTS TECHNICAL SPECIALIST

NATURE AND SCOPE OF WORK

An incumbent in this position will be primarily responsible for diagnosing, fixing, or repairing the various pieces of film and video equipment in a timely fashion to enable the delivery of the academic programs located at the Bosa Centre for Film and Animation at Capilano University. The incumbent will be responsible for organizing the equipment in their proper storage areas, checking it in and out to faculty, staff, and students, inspecting it for wear and tear and damage, and recording these transactions and any repairs in the *Rental/Works* database. This position receives instruction from the technical supervisor for the school of motion picture arts and reports to the Director of the Film Centre.

ILLUSTRATIVE EXAMPLES OF DUTIES

- Diagnose, fix, repair, or replace film and video equipment owned by the university at the Bosa Centre for Film and Animation.
- Provides troubleshooting for intermediate to major technical problems.
- 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 directly with vendors to arrange appropriate external servicing and replacement.
- Reinforces the already learned training on machinery, tools techniques, and processes to faculty, students, and external clients individually or in groups. Ensures the safe and correct use and application of materials, machinery, tools, techniques, and processes; and prepares demonstrations as required. Responsible for arranging replacements in the event of materials/equipment failure, and regularly reports to the technical supervisor on inventory shortages and repair issues.
- 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. Works with technical supervisor to conduct orientation sessions to demonstrate new equipment. Ensures the discontinuation of unsafe use of the facility and equipment and reports unsafe use to the technical supervisor.

- Anticipates equipment requirements by knowing and keeping up to date with current equipment specifications, parts, accessories, and their suppliers.
- Completes all work in a safe and efficient manner to enable delivery of course curriculum.
- Ensures security for the department's equipment and production facilities.
- Operates the departmental laser engraver. Trains Film Technicians to operate the departmental laser engraver. Ensures that all engraving jobs are safe, accurate and professional.
- Check and update the *RentalWorks* database daily for new and ongoing repairs and issues.
- Perform monthly vehicle inspections and required maintenance.
- Performs monthly inspections, schedules required maintenance and safety inspections of aerial boom lift and gas-powered portable generators.
- Instruct students on proper operation of CapU Bosa motor vehicles.
- Participate in annual physical inventory of Bosa Rental Works film equipment.
- Plans, constructs, modifies shelving solutions to adapt to evolving film equipment storage needs.
- Provides technical support to faculty and students for set construction.
- Maintain tools, equipment, and related expendable items and ensures that equipment operations documentation is current and organized in an accessible manner.
- Assists the technical supervisor to research and order a wide array of motion picture production equipment and related tools and supplies.
- Order parts, prepare equipment for shipping, drive University fleet vehicles to deliver or pick up equipment, and various other tasks when requested by the technical supervisor.
- Provides in house theatre management for Bosa Building including lighting and sound switching/mixing, and digital cinema projection services for live exhibition events.

Provides technical advice to theatre clients to maximize the quality of their multimedia exhibition. Assists technical supervisor in training new MOPA Technicians on digital cinema projection system.

- Ensures compliance with the provisions of WHMIS legislation, including maintaining MSDS files, labelling of hazardous materials, and applying this knowledge to materials in use.
- 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).

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Experience and mastery of various film equipment and tools, especially those related to the grip and lighting departments for film production.
- Ability to communicate technical and non-technical information effectively.
- High degree of knowledge of video cameras, electronic audio equipment and camera support equipment.
- High degree of manual dexterity and mechanical aptitude.
- Considerable knowledge of database applications.
- Familiarity with using and maintaining hydraulic lift equipment.
- Considerable knowledge in metalworking, woodworking, welding, and machining.
- High familiarity of operating laser engraver.
- High familiarity of on-set safety procedures.
- Heavy lifting (up to 40kg).
- Skill in the use of small, manual hand tools and electric power tools.
- Familiarity with film equipment parts and repair manuals.

REQUIRED TRAINING AND EXPERIENCE

- Completion of a two-year program (60 credits) in a related subject field.

- Five years of experience as a film studio technician or employment at a film equipment rental house; experience as an on-set employee in the lighting, grip or camera departments with at least three years of work experience in an academic environment.