

Class No.:	
Original Date:	November 2001
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Pay Group:	16

CLASS SPECIFICATION

SCHOOL OF MOTION PICTURE ARTS TECHNICIAN

NATURE AND SCOPE OF WORK

An incumbent in this position works in support of instruction in the equipment storage area with students, faculty, staff, and external clients in the School of Motion Picture Arts. An incumbent in this position acts as a “Point Person” to plan, coordinate, and schedule equipment rentals for various users. This position is primarily responsible for providing front-line customer service related to motion picture equipment rental orders, and ensuring that the broad range of film and TV production equipment is well maintained, inventoried, and available for use through a departmental reservation system. An incumbent in this position also provides minor technical assistance to students and faculty. This position reports to the Director of the Film Centre and takes direction from the Film Centre Technical Supervisor.

ILLUSTRATIVE EXAMPLES OF DUTIES

- Acts as a “Point Person” to liaise with faculty and students to plan, coordinate and schedule equipment rentals for classes, assignments, and productions.
- Models safe and effective packaging, transportation, setup, and operation of a wide variety of motion picture equipment for students and instructors based on motion picture standards, Schedules practice times for students to run-through safe and proficient use of the equipment.
- Assists students by showing them the safe and correct application of materials, tools, techniques, and processes and oversees the borrowing and return of facilities and equipment.
- Ensures equipment requests are built and circulation appointments are fulfilled in a timely fashion and are completed accurately, and with a high standard of orderliness and cleanliness.

- Assesses errors, availability conflicts, or omissions in film equipment request submissions and directly contacts clients to resolve.
- Maintains student profiles in the *Rentalworks* system. Manages student requests; Runs reports, views and updates records, creates and modifies equipment orders, and processes newly acquired inventory on *Rentalworks*.
- 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; maintains Props and set décor room.
- Coordinates flow of production equipment between multiple courses, assignments, production groups, and deadlines.
- Provides trouble shooting for minor technical problems and software issues.
- Performs minor equipment maintenance, refitting, tags and forwards equipment to repair, while ensuring quick turnaround of equipment back to circulation.
- Ensures security for the department's equipment and production facilities.
- 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.
- Assembles and operates a wide variety of motion picture equipment setups for use in live demonstrations, public and private events, and commercial productions, including 2D, 3D, motion capture, and green screen work.
- May be required to receive training and operate the departmental genie lift.
- 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

- Considerable knowledge of general media, film, and AV production equipment, supplies and procedures.
- Considerable knowledge of and ability to use the tools of contemporary film and digital film making, photography, and audio recording.

- Considerable knowledge of film workflow from pre-production through post-production and a films delivery.
- Considerable knowledge of the specific rules and regulations which govern the use of the area's equipment and supplies.
- Considerable knowledge of MS Office Applications and database programs, email, and the ability to upgrade as required.
- Working knowledge of business English and spelling.
- Ability to enforce policies while maintaining a high customer service and customer satisfaction mandate.
- 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 various film 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 Departmental equipment (i.e. tripods, camera packs, lighting kits, etc).
- Ability to multitask and use strong organizational and problem-solving skills.

REQUIRED TRAINING AND EXPERIENCE

- Two-year diploma in a related field of study
- One year of related work experience working with film production equipment including cameras, lighting and grip/electrical equipment and maintaining inventory control.

REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS

- Valid Class 5 driver's license