

Laboratory Technician, Film/Television  
Foothill-De Anza Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=263640>

Downloaded On: Oct. 8, 2025 4:25pm

Posted Oct. 8, 2025, set to expire Jun. 1, 2026

**Job Title** Laboratory Technician, Film/Television  
**Department** Staff  
**Institution** Foothill-De Anza Community College District  
Los Altos Hills, California

**Date Posted** Oct. 8, 2025

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Administration - Other

**Apply Online Here** <https://apptrkr.com/6630701>

**Apply By Email**

**Job Description**

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**Laboratory Technician, Film/Television**

**Initial Review Date: 10/03/25\*\***

**\*\*Any complete applications received after the review date will only be forwarded to the hiring committee at their request. For full-consideration, all application packets must be received by 11:59 pm on the review date/closing date.**

**Salary Grade:**C1-47

**Starting Salary:**

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\$5,802.00 (per month) plus benefits

**Full Salary Range:**\$5,802.00 - \$7,766.39 (per month)

The Foothill-De Anza Community College District is currently accepting applications for the classified position above.

The Foothill - De Anza Community College District does not have a remote work policy. All employees are expected to be available to work in person and on-site per the requirement of the department.

**Foothill - De Anza Community College District Mission Statement:**

The mission of the Foothill-De Anza Community College District is student success and educational excellence. The district and its colleges provide access to affordable, quality educational programs and services that develop a broadly educated and socially responsible community that supports an equitable and just future for California and the global community. Every member of our district contributes to a dynamic instructional and learning environment that fosters student engagement, equal opportunity, and innovation in meeting the various educational and career goals of our diverse students. Foothill-De Anza is driven by an equity agenda and core values of integrity, inclusion, care for our students' well-being, and sustainability.

**De Anza College Mission Statement:**

De Anza College provides an academically rich, multicultural learning environment that challenges students of every background to develop their intellect, character and abilities; to realize their goals; and to be socially responsible leaders in their communities, the nation and the world.

De Anza College fulfills its mission by engaging students in creative work that demonstrates the knowledge, skills and attitudes contained within the college's Institutional Core Competencies:

- Communication and expression
- Information literacy
- Physical/mental wellness and personal responsibility
- Civic capacity for global, cultural, social and environmental awareness
- Critical thinking

**JOB SUMMARY:**

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Under the direction of the Dean of Creative Arts, and in close coordination with the faculty of the Film/TV Department, the staff member will provide instructional support services for faculty and students; issue and maintain film and television production equipment; assist students and faculty in the use and operation of equipment, computers, and materials related to the college's film and television program; provide direction, training, orientation, and guidance to assigned student workers, and perform related duties as assigned.

In addition, the staff member will prepare production studios and laboratories, demonstrations, and instructional materials; monitor laboratories; organize, arrange, stock, and distribute equipment and supplies.

Additional duties include troubleshooting film and TV equipment and peripherals including motion picture film cameras, video cameras, camera support equipment (such as tripods and dollies), digital audio recorders, audio mixing equipment, other sound and lighting equipment; assisting faculty and students in proper and the safe usage of equipment in both remote and studio production environments. As needed the staff member will submit work orders for maintenance and repair of equipment and facilities.

Finally, the staff member will assist students in the use of software (including Premiere Pro and other Adobe CC applications), and hardware (both Mac and PC); coordinate with faculty and the Video Engineer on updates and maintenance. Experience with Avid, ProTools, DaVinci Resolve, Maya, and related software is preferred.

### **DEFINITION:**

Under general supervision, provides instructional support services for faculty and students; issues and maintains portable multimedia equipment; assists students and faculty in the use and operation of equipment, computers, and materials related to the College's film and television program; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned Dean. Exercises no supervision of staff.

### **CLASS CHARACTERISTICS**

This is a journey-level class responsible for conducting a variety of instructional support activities to ensure student learning. Positions perform the full range of duties assigned, working independently,

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and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This classification is distinguished from other laboratory technicians by having subject matter expertise in film and television.

**EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)**

1. Checks multimedia equipment in and out and issues to students; monitors, receives, stores, and maintains adequate inventory levels of equipment.
2. Maintains and troubleshoots multimedia equipment; ensures that all equipment is in a safe and operational condition.
3. Prepares and sets up laboratories, demonstrations, and instructional materials; monitors laboratory environment; organizes, arranges, stocks, and distributes equipment and supplies.
4. Provides instructional support to students and faculty in the film and television program; transfers student films to digital formats; assists in instructional demonstrations of procedures and techniques; explains related principles, practices, procedures, methods, terminology, and equipment.
5. Operates, demonstrates use of, and troubleshoots multimedia equipment, peripherals, and various film and television equipment, including film scanners, audio control surface, cameras, digital audio recorders, and sound and lighting equipment; assists faculty and students in proper and safe methods in usage of equipment.
6. Monitors computer classrooms and assists students with use of software and hardware; coordinates with faculty and Educational Technology Services on hardware and software installations and updates; coordinates with video engineer on multimedia updates and maintenance.
7. Cleans and maintains facilities and equipment; ensures proper storage of equipment and materials; ensures laboratory and work areas are maintained in a clean and orderly condition.
8. Maintains accurate reports and records of work performed and materials and equipment used.
9. Monitors, orders, receives, stores, and maintains adequate inventory levels of supplies and equipment; monitors program budget and expenditures.
10. Submits work orders for maintenance and repair of equipment and facilities.
11. Learns and applies emerging technologies related to the area of assignment.
12. Performs related duties as assigned.

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## **QUALIFICATIONS**

### **Knowledge of:**

1. Principles, theories, terminology, techniques, equipment, and materials related to film and television programs.
2. General methods and procedures for preparing demonstrations, equipment, and materials used in film and television programs.
3. Principles and procedures for setting-up, operating, demonstrating use of, and maintaining various equipment used in film and television programs.
4. Computer and peripheral equipment maintenance methods and procedures.
5. Occupational hazards and safety equipment and practices related to the work.
6. Methods, practices, and techniques of student learning and instruction.
7. Applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.
8. Record keeping principles and procedures.
9. English usage, grammar, spelling, vocabulary, and punctuation.
10. Modern office practices, methods, and computer equipment and software relevant to work performed.
11. Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation.

### **Ability to:**

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Explain principles, theories, terminology, techniques, equipment, and materials related to film and television programs.
3. Engage students in positive learning in the laboratory or other learning environments.
4. Assist students and faculty and demonstrates proper use and maintenance of equipment, materials, and supplies used in film and television programs.
5. Interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of

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6. Estimate and order required supplies and equipment.
7. Safely and effectively use and operate equipment required for the work.
8. Maintain accurate records of work performed and materials and equipment used.
9. Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
10. Effectively use computer systems, software, and modern business equipment to perform a variety of work tasks.
11. Use English effectively to communicate in person, over the telephone, and in writing.
12. Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
13. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**MINIMUM QUALIFICATIONS:**

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be: equivalent to an Associate's degree from an accredited college with major coursework in film and/or television production or a related field **AND** three (3) years of experience in the operation, maintenance, and repair of multimedia technologies.

**Licenses and Certifications:**

None.

**PHYSICAL DEMANDS**

Must possess mobility to work in a laboratory/classroom environment, to use a computer, and to operate varied equipment related to film and television programs; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work. Employees must possess the ability to lift, carry, push, and pull materials and

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objects weighing up to 50 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

## **ENVIRONMENTAL ELEMENTS**

Employees primarily work in a film and television laboratory, studio, and/or office environment with moderate noise levels and controlled temperature conditions. Employees may work outdoors and are occasionally exposed to loud noise levels and cold and/or hot temperatures. Employees are exposed to hazardous materials and mechanical and/or electrical equipment and tools.

## **APPLICATION PACKET:**

1. A District on-line application on <http://hr.fhda.edu/careers/>. \*In the application, you will provide information, which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff. Additionally, you will be asked to explain how your life experiences, studies or work have influenced your commitment to diversity, equity and inclusion.
2. A cover letter addressing your qualifications for the position.
3. A current resume of all work experience, formal education and training.

**If any required application materials are omitted, the committee will not review your application. Items not required (including reference letters) will not be accepted. For full-consideration, all application packets must be received by 11:59 pm on the closing date.**

**Please allow yourself ample time to complete your application and resolve any technical difficulties that may arise with your submission. We do not guarantee a response to application questions within 48 hours of the closing date. You may also visit our "Applicant Information" to assist with technical difficulties at: <http://hr.fhda.edu/careers/a-applicant-instructions.html>**

## **CONDITIONS OF EMPLOYMENT:**

**Position:** Full-Time, Permanent, 12-months per year

**Starting date:** As soon as possible upon completion of the search process.

Excellent benefits package which includes medical coverage for employee and eligible dependents,

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dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance. For information on our benefits package that includes medical for employees and dependents, visit our web site: <http://hr.fhda.edu/benefits/index.html>.

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement. The successful applicant will be required to provide proof of authorization to work in the U.S. All interviewing costs incurred by applicant are the responsibility of the applicant.

For more information about our application process contact:

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022

Email: [employment@fhda.edu](mailto:employment@fhda.edu)

<http://hr.fhda.edu/>

To apply, visit <https://fhda.csod.com/ux/ats/careersite/4/home/requisition/2267?c=fhda>

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### Contact

Staff



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