

**Laboratory Technician - Film and Television (part-time)**  
**Mt. San Antonio College**

Direct Link: <https://www.AcademicKeys.com/r?job=232537>

Downloaded On: May. 9, 2024 3:24am

Posted Mar. 7, 2024, set to expire Jul. 1, 2024

<b>Job Title</b>	Laboratory Technician - Film and Television (part-time)
<b>Department</b>	Commercial & Entertainment Arts
<b>Institution</b>	Mt. San Antonio College Walnut, California
<b>Date Posted</b>	Mar. 7, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Administration - Other
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5082052">https://apptrkr.com/5082052</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

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**Laboratory Technician - Film and Television (part-time)**

**Position Number:** CM-134-2024

**Department:** Commercial & Entertainment Arts

**Job Category:**

**Time (Percent Time):**

**Term (months/year):**

**Current Work Schedule (days, hours):** Monday, Wednesday, Thursday, and Friday 7am-11:45am

**Salary Range:** A-79

**Salary:**

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A-79Steps 1 - 6: \$2,472 - \$3,155 monthly

**Shift Differential:** Shift differential eligibility based on the current collective bargaining agreement.

**Open Date:** 03/05/2024

**Initial Screening Date:** 03/26/2024

**Open Until Filled:** Yes

**Application Procedure:**

**First Review of Applications:** Complete application packets will be accepted until the position is filled; however, **applications submitted by 11:59 p.m. (PT) on the above listed Initial Screening Date are assured consideration.**

Applicants must submit all of the following materials online, unless otherwise noted, at Mt. SAC Employment Website to be considered for this position:

1. A Mt. San Antonio College online application.
2. A cover letter describing how the applicant meets the required education and experience.
3. A detailed rsum that summarizes educational preparation and professional experience for the position.
4. If applicable, College and/or university transcripts showing the awarded/conferred degree are required and must be submitted with the online application by all applicants, including current or former employees of the college, to demonstrate that the required educational qualifications are met. Unofficial transcripts are acceptable at the time of application; however, copies of diplomas are not accepted in lieu of transcripts.
5. Optional - Three letters of recommendation that reflect relevant experience (do not use social media or professional networks as a means to provide letters of recommendation). Confidential letters of recommendation are not allowed for this position.

**Health & Welfare:**

- Mt. San Antonio College offers a competitive and excellent benefits package providing medical, dental, and vision benefits to **eligible employees** and their dependents. Lifetime supplemental medical benefits are also available for eligible retirees.
- The College contributes an annual premium up to the family coverage amount equivalent to Kaiser Permanente \$15 office visit medical, DeltaCare HMO dental, VSP vision and life insurance plans for eligible employees.

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The District participates in the Public Employees Retirement System (PERS), State Teachers Retirement System (STRS) retirement programs, and National Benefit Services.

\*Note: The District does not cover Medicare expenses. Please visit the [Mt. San Antonio College Benefits Website](#) for further information. Salary and Health & Welfare Benefits are subject to change based on the Collective Bargaining Agreement.

### **Basic Function/Overview:**

**DEFINITION:** Under general supervision, provides instructional support services for faculty and students in the proper use and operation of digital cinema and broadcast hardware, software, and other materials; assists students in the use of film and television production equipment; assists in the preparation of instructional materials for the film and television program.

**SUPERVISION RECEIVED & EXERCISED:** Receives general supervision from the assigned managerial personnel. Exercises no direct supervision of staff. Provides instructional, technical, and functional direction and training to staff and/or temporary employees.

**CLASS CHARACTERISTICS:** This is an apprentice-level classification responsible for conducting a variety of instructional support activities to ensure student learning. Incumbents perform the full range of duties as assigned, working independently, and exercising judgment and initiative. Incumbents 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 assigned area of responsibility. This position is responsible for assisting students and supporting faculty, maintaining schedules for the production studio, edit bay, and other related facilities, maintaining, and providing for those instructional facilities. This classification is distinguished from other laboratory technicians by having subject matter expertise in digital cinema and television production.

### **Essential Duties/Major Responsibilities:**

1. Assists faculty and students in the proper and safe methods of operating instructional facilities, film and television production equipment, and related software.
2. Provides assistance to faculty and students on class assignments, performances, or productions for film and television courses.

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3. Maintains and updates, as necessary, equipment inventory database of program equipment and expendable assets; maintains accounting of all equipment property tags.
4. Prepares and checks the operation of required production equipment for classroom demonstrations and student production projects; maintains supply levels and light repair, plus general maintenance of equipment, and equipment storage facilities.
5. Evaluates, responds to, and resolves requests for computer assistance from students and faculty; assists users experiencing problems with platform hardware, related production software, and other computer-related technologies.
6. Cleans and performs light maintenance and troubleshooting on studio equipment such as cameras, camera mounting platforms, lighting and grip equipment, sound equipment, and hardware, shared storage, and editing workstations.
7. Maintains a clean, orderly, and safe environment in the production studio and assumes responsibility for the security of all equipment and materials.
8. Orders and replaces broken parts; drives to off-campus locations for pickup of equipment/materials, as necessary.
9. Maintains and assists with software updates and upgrades of specialized computer software and programs used in the production studio, classroom, and edit bay in consultations with the Information Technology Department.
10. Orders supplies and assists with maintaining budgets for review and approval; recommends capital expenditures.
11. Promotes an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility.
12. Provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
13. Supports and abides by federal, state, and local policies and Board Policies and Administrative Procedures.

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14. Participates on committees, task forces, and special assignments, including, but not limited to, Screening and Selection Committees and mandated trainings as required.

15. Prepares and delivers oral presentations related to assigned areas as required.

16. Performs related or preceding classification duties as assigned.

**Other Duties:**

**Knowledge Of:**

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, antiracist, and accessible academic and work environment.

2. Principles and practices used in the operation, maintenance, and administration of film and television production systems.

3. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.

4. Modern office practices, methods, and computer equipment and applications related to the scope of responsibility.

5. Terminology, techniques, equipment, materials, principles, theories, practices, and procedures related to the Colleges film and television program.

6. Occupational hazards and standard safety procedures.

7. General methods and procedures for preparing course materials and laboratory exercises and demonstrations used in various College film and television programs.

8. Set up, operation, demonstration, and maintenance of various equipment used in the Colleges film and television programs.

9. General equipment assets and budget record-keeping principles and procedures.

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10. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

11. Techniques for providing a high level of customer service by effectively interacting with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic levels and ethnic groups.

### **Skills and Abilities:**

1. Advocate for and communicate the Colleges vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Participate in addressing gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in the recruitment and retention of staff.
3. Participate in providing resources and support towards the goal of a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
4. Configure, operate, and maintain digital cinema and video production systems.
5. Identify and resolve hardware and software problems and perform minor repairs.
6. Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
7. Establish and maintain a variety of filing, record-keeping, and tracking systems.
8. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
9. Communicate effectively through various modalities.
10. Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
11. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures; understand scope of authority in making independent decisions.
12. Establish, maintain, and foster positive and effective working relationships with those contacted in

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the course of work.

**Minimum Qualifications/Education & Experience:**

1. Equivalent to an associates degree from a regionally or nationally accredited college with major coursework in video engineering, digital video production, or film production; and 2. One (1) year full-time equivalent experience working with film, television production, audio, and video equipment.

**Equivalencies:**

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 is listed in the Minimum Qualifications section.

**Preferred Qualifications:**

**License(s) & Other Requirements:**

**Examination Requirements:**

**Working Environment:**

Incumbents work indoors and outdoors and are frequently exposed to dust, fumes, and allergens and occasionally exposed to loud noise levels, inclement weather conditions, chemicals, mechanical and/or electrical hazards, and hazardous physical substances. Incumbents may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**Physical Demands:**

Must possess mobility to work in a production studio/classroom environment; strength, stamina, and mobility to perform medium to heavy physical work, to operate varied equipment related to the assigned program; vision to read printed materials and a computer screen; 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. Incumbents in this classification bend, stoop, kneel, reach, and climb to perform work. Incumbents must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds with the use of proper equipment.

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**Hazards:**

**Conditions of Employment:**

**The person holding this position is required to be present on Mt. San Antonio Colleges campus to perform all essential duties and responsibilities.**

Official offers of employment are made by Mt. San Antonio College Human Resources and are made contingent upon Board approval. It is also required that a final offer of employment will only be made after the candidate has successfully been live-scanned and clearance for employment is authorized by Human Resources. Costs for live-scan services shall be borne by the candidate.

Notice to all prospective employees - The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in Administrative Procedure 3518, titled Child Abuse Reporting, as a condition of employment.

As required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Mt. San Antonio Community College Annual Security Report is available here: [Mt. SAC Annual Security Report](#).

The person holding this position is considered a Responsible Employee under Title IX of the Educational Amendments Act of 1972 and is required to report to the Colleges Title IX Coordinator all relevant details reported to him or her about an incident of alleged sexual misconduct including sexual harassment, sexual assault, dating and domestic violence and stalking.

**Typing Certificate Requirements:**

**Special Notes:**

A confirmation number will be assigned when your application packet indicates the supplemental questions have been answered and a document has been attached to each required link. Assistance with the online application process is available through Human Resources at 1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: **(909) 274-4225**. E-mail: [employment@mtsac.edu](mailto:employment@mtsac.edu).

**DO NOT** include photographs or any personal information (e.g. D.O.B, place of birth, etc.) on your application or supporting documents.

**LONG DISTANCE TRAVEL FOR INTERVIEWS:**



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Should you be invited to an interview, please contact our office to discuss an accommodation option if attending the interview would require you to travel in excess of 150 miles one way from your residence.

THE MT. SAN ANTONIO COLLEGE DISTRICT WILL NOT SPONSOR ANY VISA APPLICATIONS.

**Foreign Transcripts:**

Transcripts issued outside the United States require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. This report must be attached with the application and submitted by the filing deadline. Accredited evaluation agencies can be found on the [National Association of Credential Evaluation Services Website](#).

**Inquiries/Contact:**

Human Resources

1100 N. Grand Avenue, Walnut, CA 91789-1399

Phone: (909) 274-4225

E-mail: [employment@mtsac.edu](mailto:employment@mtsac.edu)

**Selection Procedure:**

A committee will evaluate applications, taking into account breadth and depth of relevant education, training, experience, skills, knowledge, and abilities. The screening committee reserves the right to limit the number of interviews granted. Meeting the minimum qualifications for a position does not assure the applicant of an interview.

Interviews may include a writing sample, committee presentation, and/or performance test. The start date will be following Board approval and receipt of live scan clearance.

**Special Instructions to Applicants:**

To be guaranteed consideration, it is the applicants responsibility to ensure that all required materials are received before the initial screening date and time indicated on the job posting. Incomplete application packets will not be considered. All application materials will become College property, will not be returned, and will not be copied. Please visit our employment website at [Mt. SAC Employment Website](#) to complete and submit your application for this position.

**EEO Policy:**

**Conflict of Interest:**

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Mt. San Antonio College employees and the Board of Trustees members shall not engage in any employment or activity that is inconsistent with, incompatible with, or in conflict with Mt. San Antonio Colleges Administrative Procedures (AP 2710 Conflict of Interest, AP 2712 Conflict of Interest Codes).

**Cancel RTF Policy:**

To apply, visit <https://hrjobs.mtsac.edu/postings/11419>

**Contact Information**

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

**Contact**

N/A

Mt. San Antonio College

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