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<b>Job Title</b>	Video Arts and Technology Equipment Technician
<b>PVN ID</b>	BM-2210-005127
<b>Category</b>	Administrative Services
<b>Location</b>	BOROUGH OF MANHATTAN C. C.
<b>Department</b>	Media Center
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$35,000.00 - \$41,388.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jan 24, 2023 (Or Until Filled)

## General Description

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The Media Center provides media equipment for sign-out to Career and Technical Education (CTE) students, faculty, and staff. This detail-oriented position is responsible for maintaining inventory through a check-in/out process utilizing the department database system. The VAT Equipment Technician must be able to monitor and track equipment on a daily basis by type and user, and, generate reports as needed. The equipment lab coordinator, under the direction of the Media Center Manager or a designee, is responsible for planning and coordinating the operations of all loaner equipment used by students, faculty, and staff. This individual also schedules and distributes instructional equipment (e.g., video cameras, digital recorders, lights, microphones, etc.).

## Other Duties

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- Check equipment in/out to CTE students, faculty and staff, following the guidelines outlined by the department.
- Maintain a database-driven equipment sign out/in system.
- Maintain required records, including documentation of established equipment databases. Assist with the equipment inventory process.
- Prepare a month-end accrual report of the equipment distribution.
- Inspect equipment on a regular basis to ensure the equipment is operational and functional.
- Coordinate training sessions for new equipment with operators as needed.
- Coordinate repairs and maintenance with the department video engineer.
- Make minor repairs to video and other related media equipment.
- Assist in setting up a variety of equipment for special events.
- Track CTE students and assist in completing Perkins Grant reports
- Assist the Media Producer with related media lab support functions and equipment needs.
- Basic knowledge of advanced technology and computer programs.

- Participate in training and professional development activities.
- Perform other related duties as assigned.

## Qualifications

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- Ability to utilize computer technology to access data, maintain records, and generate reports.
- Basic knowledge of advanced technology and computer programs.
- Ability to communicate effectively, both verbally and in writing, with students, faculty, and staff from diverse backgrounds providing courteous customer service.
- Ability to effectively work remotely as well as in-person.
- Available to work during the evenings or weekends when needed.
- The ideal candidate must be able to work independently or under general supervision.
- An Associate's degree and one (1) year of related experience or certificate program completion **and** three (3) years of experience in a related field providing basic knowledge of audio/visual equipment, especially as it pertains to audio and video field production, and PC equipment operation, **OR**
- A Bachelor's degree in a related field **and** two (2) years of experience in a related field providing basic knowledge of audio/visual equipment, especially as it pertains to audio and video field production, and PC equipment operation.

This is a grant-funded position through the Perkins Grant.