



ANTELOPE VALLEY COLLEGE
Office of Human Resources & Employee Relations

ANNOUNCEMENT OF CLASSIFIED POSITION

POSITION: Laboratory Technician-Digital Media, Film & Television, and Photography
**FT, 12 months
RN 17-05**

WORK SCHEDULE: Monday – Thurs: 8:00am-5:00pm
Friday: 8:00am-11:30am
(Hours not to exceed 40 hrs. per week. Exact work schedule to be determined by supervisor based on department needs and college hours of operation.)

SALARY: Range 16, \$3,835.17/mo. + benefits

DEADLINE: May 8, 2017

START DATE: June 13, 2017

BASIC FUNCTION:

Under the direction of the Dean of Visual & Performing Arts, monitor and maintain classroom/ instructional labs, storage rooms and checkout. Assist students in the operation of industry standard equipment and software.

REPRESENTATIVE DUTIES: *E = indicates essential duties of the position*

- Assist students with problems and questions related to the purpose and operation of a wide variety of equipment and software in labs and classrooms pertaining to course assignments. (E)
- Issue materials and equipment to students for use in laboratory assignments; receive and process equipment, lockers and materials loaned; maintain records. (E)
- Prepare and mix developers, toners, and fixers and related photographic chemicals according to established safety practices and procedures. (E)
- Store equipment and supplies; maintain storerooms and working areas in an orderly and clean condition. (E)
- Maintain inventory records of supplies and equipment; prepare requisitions; request bids from vendors; receive and process supplies and equipment utilizing a computerized record system. (E)
- Perform basic maintenance on photographic and computer equipment including minor repair and parts replacement. (E)
- Create and maintain a copyright free image library of student work including video clips, animations and still images for student assignments. (E)
- Develop and maintain a DM/FTV/Photography web presence that will showcase student work and announce opportunities and events. (E)
- Train and provide work direction to student assistants.
- Assist students with basic computer skills and related software. (E)
- Perform related duties as assigned.

EDUCATION AND EXPERIENCE: Any combination equivalent to: Two (2) years of college-level course work in digital media, film & television, photography or a related field, and two years of related work experience.

KNOWLEDGE OF:

- Digital video cameras, techniques for live event and studio shooting, and basic editing on computerized non-linear system
- Basic principles of black and white and color photography
- Zone System
- Silver and non silver photographic processes
- Commonly used camera and photographic laboratory equipment and routine maintenance
- Darkroom film and paper processes and practices for black and white, and color chemicals and solutions used in a photographic laboratory.
- Health and safety practices and precautions applicable in a photographic laboratory
- Electronic imaging systems
- Efficient keyboarding and computer operation

ABILITY TO:

- Prepare and maintain an instructional laboratory.
- Provide instructional assistance to students and faculty in digital media, film & television and photography subject areas.
- Use and explain a wide variety of camera formats, accessories, lights, and related equipment.
- Use and explain equipment used in processing and printing of color and black and white materials.
- Process black and white and color film.
- Operate and maintain a variety of photographic equipment including cameras and laboratory apparatus.
- Prepare and maintain records.
- Work effectively and cooperatively with students and instructional staff.
- Train and provide work direction to others.
- Observe health and safety regulations.
- Operate a computer.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Not applicable – no permanent full-time staff to supervise.

CONTACTS: Instructors, student worker, students, vendors, other departmental personnel.

PHYSICAL EFFORT:

- Dexterity of hands and fingers to set up chemistry lab experiments and operate lab equipment.
- Lifting and carrying heavy objects.
- Climbing a ladder.
- Pulling and pushing carts.
- Reaching to grasp and move supplies.

WORKING CONDITIONS:

- Instructional photography lab environment.
- Exposure to fumes and potentially hazardous chemicals.

APPLICATION PROCEDURE

To be considered an applicant for a classified position in the Antelope Valley Community College District, all of the following documents must be submitted no later than 6:00pm Mon-Thurs and 11:30am on Fridays of the deadline date.

If any of the listed materials are missing or incomplete, the application will not be considered.

1. A completed and signed Antelope Valley College **Classified Application**
2. Cover letter (addressing your interest and qualifications)
3. Résumé
4. **Transcripts:**
 - a. Submit transcripts of **ALL** college-level coursework as required (unofficial transcripts or photocopies will be accepted to establish the application file).
 - b. No copies of degree/diplomas will be accepted as proof of college education.
 - c. Official documents will be required if the candidate is offered the position.

The application must be filled out completely and signed. **Do not** indicate “See Résumé” on any part of the application. Blank spaces, illegible entries or failure to sign the application may be cause for rejection. The District will not return application materials submitted.

Application forms are available on the AVC web site www.avc.edu or from the Human Resources Office and must be returned to:



ANTELOPE VALLEY COLLEGE

Office of Human Resources

3041 West Avenue K

Lancaster CA 93536

(661) 722-6311

Office hours: Monday-Thursday (7:30 am – 6:00 pm)

Friday: (7:30 am – 11:30 am)

Faxed or emailed materials cannot be accepted.

Unsolicited materials will not be included. Postmarks will not be accepted.

A selection committee will screen applications of candidates meeting minimum requirements. **Meeting minimum requirements does not assure the applicant of an interview.** Selection for an interview will be based on your training and experience as outlined in your application. Applicants selected for interviews will be notified by phone. Applicants should not expect notification of the status of their candidacy until the Board of Trustees has acted upon the district's recommendation for employment.

Candidates selected for employment will be required to provide verification of work authorization pursuant to INS regulations.

Antelope Valley College offers an extensive benefit package that includes full-family medical, dental, and vision plans and employee life insurance and income protection policies and eligibility to enroll in the Public Employees' Retirement System.

Antelope Valley College prohibits discrimination and harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation.

Upon request, we will consider reasonable accommodations to permit individuals with protected disabilities to (a) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.

AVC is an equal opportunity employer.