

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

LABORATORY TECHNICIAN – Digital Media, Film & Television, and Photography

Range 16
12 months/year

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) = 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.

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.

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.

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.