



EQUIPMENT CENTER SPECIALIST

Media Arts & Culture

POSITION SUMMARY

The Media Arts & Culture Department (MAC) at Occidental College is seeking a full-time Equipment Center Specialist to provide technical and audio-visual support to students, faculty, and staff. We are looking for someone with a passion for production equipment and a keen eye for detail and organization. Reporting to the Manager of Digital Production, you will need to possess well-developed time management and problem-solving skills, use initiative, and be responsive to the needs of those that the position directly supports. This is presently a temp position, with the aim to search for a permanent position pending FY 22-23 budget approval

SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS

- Manages the use of all film, video, lighting, sound, and grip equipment in MAC courses. Teaches students how to use these technologies; builds and maintains additional components. Supervises the check-in and check-out of equipment and maintains the online equipment reservation system.
- Hires and supervises student workers in the Equipment Center and Digital Production Lab and trains them on procedures, maintenance, and how-to demonstrations. Holds staff meetings, solicits student input on improving and innovating policies and offerings, and assesses student worker performance.
- Maintains and updates the Student Production Handbook (<http://www.oxy.edu/media-arts-culture/student-resources/production-handbook>), seeking out the most up-to-date information about permitting, safety, insurance, vendor agreements, and production protocols. Trains student workers and new faculty to enforce these policies and serves as the liaison with Master Calendar, Risk Management, and other associated College departments in updating policies and procedures.
- Works with the Business Office and MAC faculty in tracking and managing the MAC budget related to digital media equipment, computers, and supplies; manages related budget transfers and invoices and the program's credit card.
- Maintains the operational function and appearance of proprietary spaces in MAC (lab, equipment center, classroom, emerging media studio, and sound studio). Creates work orders for Facilities as needed.

QUALIFICATIONS

- High level technical ability/experience with production and post-production pathways and workflow within film, television, and digital media industries.
- Broad knowledge of audio-visual production equipment including camera, lighting, grip, and sound equipment.
- Previous experience in audio visual equipment and space maintenance and strong organizational skills.
- Ability to multitask, supervise, and delegate tasks as they arise.
- Strong communication skills and initiative.

APPLICATION INSTRUCTIONS

Please submit a resume, the names and contact information of two professional references, and a cover letter explaining how your qualifications meet the requirements of the position to resumes@oxy.edu and to bdillon@oxy.edu. Please include the job name in the subject line of your email.

ADDITIONAL INFORMATION

Occidental is an Equal Opportunity Employer and does not unlawfully discriminate against employees or applicants on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, breastfeeding or related medical condition, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic characteristic or information, military and veteran status, or any other characteristic protected by state or federal law. Occidental is strongly committed to increasing the diversity of the campus community and the curriculum, and to fostering an inclusive, equitable, and just environment within which students, staff, administrators, and faculty thrive. Candidates who can contribute to this goal through their work are encouraged to identify their strengths and experiences in this area. Individuals advancing the College's strategic equity and justice goals and those from groups that are underrepresented in the field are particularly encouraged to apply.

Salary is commensurate with experience and qualifications. A comprehensive benefits package is available that includes: excellent health, dental, life, and retirement benefits; tuition benefits for the employee, spouse, domestic partner, and dependents; additional extras including use of gym facilities and the College Library. For a detailed description of benefits, please visit <https://www.oxy.edu/offices-services/human-resources/benefits-information>.

All qualified applicants will be considered for employment, including those with criminal histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.

Occidental College is committed to working with and providing reasonable accommodations to applicants with qualifying disabilities. If you need a reasonable accommodation because of a disability for any part of the application or employment process, please contact Human Resources (hr@oxy.edu).

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.