



ANTELOPE VALLEY COLLEGE
invites applications for the position of:

STH Laboratory Technician-Digital Media, Film & Television, and Photography (Temporary)

SALARY: \$23.85 Hourly

DEPARTMENT: Arts & Humanities

**OPENING
DATE:** 10/06/21

**CLOSING
DATE:** Continuous

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Short-Term-Hourly/Professional Experts - Monday – Thursday: 7:30 am – 6:00 pm Friday: 7:30 am-11:30 am (Exact work schedule to be determined by supervisor based on department needs and college hours of operation.) Temporary employees may only work up to 25 hours a week (not to exceed 100 hours per month), total not to exceed 999 hours for a total of 100 days. (Days are counted regardless of # of hours worked per day)

Establishing a Pool

Cover Letter, Resume, Transcripts Confirming all Course work

DESCRIPTION:

Under the direction of the Dean of Arts & Humanities, 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.

MINIMUM QUALIFICATIONS:

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.

OTHER INFORMATION:

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.
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SUPPLEMENTAL INFORMATION

It is the responsibility of each applicant to have all the requested documents submitted through NEOGOV by the deadline date in order to continue in the application process for this position.

APPLICATION INSTRUCTIONS - PLEASE READ

- Each recruitment is conducted independent from others; therefore, interested parties need to submit separate complete application packages for each position they apply.
- It is important the applicants submit ALL documents requested for the application package to be deemed complete and given consideration.
 - This includes, but is not limited to, submitting transcripts for all college coursework or degrees when requested to do so within a job announcement.
 - All out of the country transcripts must be evaluated prior to submitting them with applications.
 - Any evaluation service member of the National Association of Credential Evaluation Service (NACES) <http://www.naces.org/> is acceptable.
 - If letters of recommendation are required, letters must be current within two years, signed and dated from individuals having knowledge of your professional experience.
 - Typing certifications must be current within one year and must include name, date and net words per minute (NWP).
 - For those disciplines with established Academic Senate's approved equivalency: complete the Supplemental Equivalence Request form (If applicant is applying based on an equivalency and is requesting review)
- Applicants may be subject to passing an examination (written/technical), as appropriate to the requirements of the position.
- Residency within a reasonable geographical area of the college may be necessary.
- Travel expenses for pre-employment interviews and employment processing will not be authorized.

If you have, any questions or concerns please feel free to contact the Human Resources Office.

EQUAL OPPORTUNITY EMPLOYER:

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.

Annual Security Report is provided by Antelope Valley College for prospective students and employees. A copy of this report is available at <http://www.avc.edu/administration/police/>

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.avc.edu>

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Position #RN21-41
STH LABORATORY TECHNICIAN-DIGITAL MEDIA,
FILM & TELEVISION, AND PHOTOGRAPHY
(TEMPORARY)
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