



BROOKLYN TECHNICAL HIGH SCHOOL MEDIA SERVICES TECHNICIAN

Position Summary: The Media Service Technician supports school activities for all media productions, including classroom presentations, events in the auditorium and all special events. The Media Service Technician assists the Stage Manager in the maintenance and organization of all media activities related to stage-works. The Media Service Technician must be willing to work flexible hours for special events. Events often vary between late evening productions, rehearsals and early morning events.

Reports to: Assistant Principal, Administration

Direct Reports: N/A

Key Relationships: Stage Manager, Computer Service Technicians, AP Student and Parent Engagement

RESPONSIBILITIES

- Support school activities for all media productions, including but not limited to, classroom presentations, events in the auditorium, and all special events.
- Assist the stage manager in the maintenance and organization of all media activities related to stage works.
- Sets up, operates, does routine preventive maintenance, and makes minor repairs on all types of projection equipment, portable public address systems, audio tape recorders, , photographic cameras and related equipment.
- Operates and maintains video tape production equipment.
- Operates video and audio tape duplication equipment.
- Prepares equipment requisitions; maintains inventory and repair records.
- Transports equipment for on-site use or shop repair; operates motor vehicles, as necessary.
- Assists in the training of students and/or instructors in the operation and minor routine maintenance of audio-visual, video production and related electronic equipment.

QUALIFICATIONS

Minimum Requirements

1. High school graduation or its equivalent and three years of full-time experience acquired within the last ten years, in the repair, maintenance and routine operation of various projectors (including slide, filmstrip, opaque, over-head and sound motion picture), and other equivalent electronic equipment (including portable public address systems, tape recorders, phonographs); **or**
2. Graduation from a recognized vocational or technical high school for radio and television mechanics or related trades and two years of full-time experience, acquired with the last ten years, as described in "1" above; **or**
3. Education and/or experience equivalent to "1" and "2" above. Two years certificated experience as a member of a high school audio-visual squad, or one year work-study experience in an approved Department of Education program which included work with audio-visual or related electronic equipment may be substituted for six months experience described in "1" or "2" above.

Preferred

- Demonstrated proficiency with instructional media equipment.
- Demonstrated proficiency with theatrical media equipment.
- Demonstrated proficiency with MS Office.
- Demonstrated proficiency with PC and MAC media software.
- Performing arts experience.
- Stage-works experience.
- College level or advanced coursework related to Theatre or Stage-works.

Salary: \$32,118

Please send cover letter and resume, no later than February 24, 2009, to:

David Fanning
Assistant Principal 13K430
29 Fort Greene Place
Brooklyn, New York 11217
Fax number: 718-260-9245
Email: Dfannin@schools.nyc.gov

NOTE: The filling of all positions is subject to budget availability.

AN EQUAL OPPORTUNITY EMPLOYER

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