

Position Title: Truck Technician
Classification: Part-time, non-exempt
Reports to: *Government and Public Coordinator*
Compensation: *\$15/hr*
Start Date: Negotiable

Introduction

CTV North Suburbs seeks a reliable and capable individual to assist on truck based video productions.

General Qualifications

Candidates must be reliable and have a neat appearance during shoots. They must have reliable transportation and be able to work evenings. CTV will pay for training, but previous media production experience is strongly preferable.

Key Responsibilities

1. Perform quality assurance checks on the trucks
 - a. Read through a checklist related to standard truck care and perform the duties.
 - b. Assess if the vehicle needs any additional attention related to repairs and communicate to supervisor.
2. Maintain a positive, safe work environment for volunteers and producers on site.
 - a. Create a warm, inclusive work environment by communicating respectfully to all participants on the production.
 - b. Facilitate the learning process by mentoring new volunteers or students.
 - c. Operate with the CTV mission and values.
3. Set up the production truck for productions upon arrival to the site.
 - a. Locate the power and cable hooks ups needed and connect.
 - b. Move equipment to the correct location and hook up cameras, microphones, and supplementary equipment.
 - c. Maintain a safe environment by taping down cables and removing tripping hazards.
 - d. Test signals and confirm.
4. Instruct and troubleshoot equipment.
 - a. Provide mentorship to new volunteers by teaching them equipment.
 - b. Test all equipment prior to the production.
 - c. Troubleshoot, document, and fix any issues with the equipment. Communicate issues to supervisor.
5. Provide technical back-up during the production.
 - a. Maintain the live and taped video signal on the truck.
 - b. Assist with questions about the equipment to volunteers.
 - c. Maintain a positive, professional work environment.
6. Break down equipment.
 - a. Quickly and safely break down and put all equipment back.
 - b. Instruct ways for volunteers to assist with break down.
 - c. Make notes of any damage or equipment that needs cleaning.
 - d. Return the vehicle in a neat and orderly fashion to the CTV studio.

Skills and Qualifications

- Desired experience with all, but not limited to the following: media production, studio and remote set ups, box truck or large vehicle driving experience.
- Reliable transportation.
- Ability to lift 40lbs and walk upstairs.
- Must pass CORI check.
- Can troubleshoot equipment independently if necessary.
- Friendly and outgoing personality. Not afraid to ask for things, such as having someone put on a microphone.
- Proximity to the CTV station is preferred.

To apply, please send cover letter, and resume, to pcook@ctvnorthsububs.org.