



JOB ANNOUNCEMENT

AV / Computer Technician

**\$48K - \$52K + FULL EMPLOYEE BENEFITS PACKAGE
FULL-TIME, NON-EXEMPT**

BACKGROUND

San Jose Community Media Access Corporation (DBA "CreaTV San Jose") is a non-profit 501(c)3 corporation that manages the public and education access operations in the City of San Jose. Public and Educational access channels are cablecast on Comcast in San Jose.

THE POSITION

Under the supervision of the Chief Technology Officer, assist in overseeing CreaTV San Jose facilities and equipment care and maintenance.

TYPICAL DUTIES (MAY INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING):

- Proper setup, operation, and storage of production van, fly pack, and studio
- Routine maintenance of video, computer, and networking systems
- Inventory entry and control
- Computer hardware and software installation, primarily Apple systems
- Basic computer support to end users
- Trouble-shoot equipment malfunctions and advise users of equipment status
- Working with vendors to ensure repairs are completed accurately and in a timely manner
- Provides technical training to potential users, as assigned
- May be assigned night and weekend shifts
- May need to use a personal vehicle for business-related travel
- Other duties as assigned

DESIRABLE SKILLS AND ABILITIES:

- Troubleshoot equipment malfunctions
- Work effectively with users and staff in the resolution of equipment malfunction

- problems
- Ability to effectively communicate technical information to interns, volunteers and less experienced staff
 - Multilingual
 - Ability to see CreaTV San Jose channels from personal residence
 - Understanding of cable access television and programming

GENERAL REQUIREMENTS:

- Knowledge of proper English grammar and spelling
- Must be able to lift up to 50 lbs. unassisted
- Eyesight and hearing must be sufficient to be able to critically judge the quality of sound and video from A/V monitoring equipment (headphones, speakers, TV monitor screens, waveform monitors, vector scopes, VU meters, etc.).
- Must have the manual dexterity and coordination required to operate small push buttons and switches associated with electronic devices and switching equipment, as well as power tools
- Must be able to maneuver in small spaces and up and down ladders
- Must possess and maintain a valid California driver's license, have a safe driving record, and maintain California minimum required automobile insurance
- Strong customer service skills
- Strong verbal and written communication skills

EDUCATION AND EXPERIENCE:

Any combination of education and experience that provides the skill, knowledge, and abilities required.

- On-site video engineering experience
- Some College and/or technical training

INTERESTED APPLICANTS SHOULD SUBMIT A COVER LETTER AND RESUME TO JOBS@CREATVSJ.ORG OR TO CREATV SAN JOSE, 255 W. JULIAN STREET, SUITE 100, SAN JOSE, CA 95110. PLEASE NOTE THAT YOUR APPLICATION WILL NOT BE CONSIDERED COMPLETE UNTIL ALL DOCUMENTS LISTED ABOVE ARE RECEIVED. DEADLINE TO APPLY: OPEN UNTIL FILLED.