



## Engineer II

Full-time, 40 hours per week; schedule to be determined.  
Compensation \$69,000- \$75,000

### **Background**

CreaTV San José is a non-profit community media access center in downtown San José. Our mission is to inspire, educate and connect San José communities, using media to foster civic engagement. Serving the San José and Silicon Valley community since 2008, CreaTV is a nationally recognized Community Media Center focusing on access to media and technology, the art of storytelling and digital equity issues.

We manage four public and educational Comcast cable channels, airing over 3,200 locally produced videos in eight different languages each year. CreaTV also offers workshops in media production and provides a vast array of media production services to nonprofits, cities, schools and individuals wanting to produce content for the community.

### **The Position**

Under the supervision of the Chief Technology Officer, assist in overseeing CreaTV San Jose facilities and equipment care and maintenance. This position is full-time; hours may be varied depending on the needs of CreaTV San Jose.

### **Typical Duties** *(may include, but are not limited to, the following):*

- Maintain/Manage Website(CMS, SSL, hosting maintenance)
- Maintain/manage offsite equipment including CreaTV San Jose's checkout inventory, production vehicles, school and community center sites.
- Project management as assigned
- Engineering Government meetings
- Setup, operation, and storage of production van, fly pack, and studio.
- Perform routine maintenance of video, computer, and networking systems
- Enter and control inventory
- Install computer hardware and software, primarily Apple systems
- Provide basic computer support to end users
- Trouble-shoot equipment malfunctions and advise users of equipment status
- Work with vendors to ensure repairs are completed accurately and in a timely manner
- Provide technical training to potential users, as assigned
- Adjust work schedule to accommodate 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
- Read and create broadcast system documentation (wire lists, schematics)
- Work effectively with users and staff in the resolution of equipment malfunction problems
- Communicate effectively technical information to interns, volunteers and less experienced staff
- Multilingual
- Able to view CreaTV San Jose channels from personal residence
- Understand Community Media

**General Requirements:**

- Knowledge of proper English grammar and spelling
- Ability to lift up to 50 lbs. unassisted required
- Vision and hearing must be sufficient 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.).
- Manual dexterity and coordination required to operate small push buttons and switches associated with electronic devices and switching equipment, as well as power tools is required
- Maneuver in small spaces and up and down ladders required
- Possess and maintain a valid California driver's license, have a safe driving record, and maintain California minimum required automobile insurance required
- 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 Five (5) years +
- Some College and/or technical training

Applications will be accepted on a rolling basis. To apply, please send both your resume and a cover letter explaining your interest in the position to [jobs@creatvsj.org](mailto:jobs@creatvsj.org) with the subject line: **Engineer II**.

People of color, women, formerly incarcerated people, and LGBTQ individuals are strongly encouraged to apply.