

**WORK-STUDY JOB DESCRIPTION ANNOUNCEMENT**  
**Lab Tech**



<i>Department</i>	FVM Film/Video Media		
<i>Campus &amp; Location</i>	Lowry Campus / 9075 E. Lowry Blvd		
<i>Supervisor</i>	Aaron Koehler	<i>Phone</i>	303-340-7337

**General Description**

Assist supervisor and department head with various duties inside the FVM equipment room and building.

**Duties & Responsibilities**

- Assist film students and instructors with check-in/check-out of film and video gear.
- Open/close building and labs with staff supervision.
- Clean and maintain studio spaces.
- Assist with set building, production setup and tear-down for special events.
- Clean and maintain computer labs and equipment room.
- Clean and maintain film and video equipment.
- Training students and instructors on proper equipment usage.
- Training students on use of check-out software (CFSGreenlight).
- May be asked to work occasional special events to include evenings and weekends.

**Qualifications**

- Must be a student at the film school.
- Willingness to learn and be a self-starter.
- Must be punctual and maintain a professional customer service attitude.
- Previous knowledge of film/video equipment is helpful but NOT required.

**Number of Hours Per Week** | 10 - 20