

JOB TITLE: Camera Prep Technician - Entry Level

REPORTS TO: Chris Beales - Camera Dept. Manager

HOURS: Full Time Monday - Friday 8 am to 5 pm

PAY RANGE: \$13 to \$16 per hour plus benefits, dependent on skills and experience

PRIMARY PURPOSE OF THE JOB:

Prepare outgoing & check-in incoming camera department rental orders. Maintain the cleanliness & readiness of our camera department rental equipment & facility. The ideal candidate will have knowledge of digital cinema cameras, professional video cameras, HDSLR's, camera accessories, & location audio equipment.

ESSENTIAL DUTIES (IN NO SPECIFIC ORDER OF IMPORTANCE):

- 1) Quality control
 - a. Accurately prepare rental orders in a timely fashion.
 - b. Accurately check in rental orders & clean rental equipment in a timely fashion.
- 2) Demonstrate the basic operation of rental equipment to customers.
- 3) Assist in providing customer service to rental walk in customers.
- 4) Act as a liaison between supervisor & prep floor activities.
- 5) Maintain the order & cleanliness of the camera warehouse & prep room.
- 6) Provide equipment solutions and/or operational knowledge of equipment to rental customers either in person or by phone.
- 7) Other duties as they develop.

OTHER DUTIES (IN NO SPECIFIC ORDER OF IMPORTANCE):

- 1) Recommend new products or enhancements to existing equipment.
- 2) Recommend enhancements to rental procedures to supervisor.
- 3) Answer rental phone calls.
- 4) Work in rental program (ARM/MAS90) to provide rental customers with quotes or to book rental equipment.
- 5) Have a knowledge of all working functions and departments within Cinequipt.
- 6) Maintain good relations with the production industry community.
- 7) Assist in all aspects of the business, when necessary.
- 8) Other duties as they develop.

REQUIRED SKILL SETS OR EXPERIENCE (IN NO SPECIFIC ORDER OF IMPORTANCE):

- 1) Extreme attention to detail.
- 2) Ability to work with Windows & Mac based computers.
- 3) Ability to work with editing systems such as Final Cut, Adobe Premiere, etc.
- 4) Organizational skills.
- 5) Great communication & people skills.
- 6) Eagerness to keep abreast of changing camera technology.
- 7) Ability to work under pressure & meet extreme deadlines.
- 8) Clean driving record.

RECOMMENDED SKILL SETS OR EXPERIENCE (IN NO SPECIFIC ORDER OF IMPORTANCE):

- 1) Prior customer service experience.
- 2) Prior on-set experience in the camera department.
- 3) Passion for learning and filmmaking.

Contact Greg Meyers to apply or for more info - 612-627-9080 or gmeyers@cinequipt.com.