

**Job Title:** Assistant Media Services Technician (H)  
**Closing Date:** Open until 11/11 with the review of resumes to start immediately.  
**Job Category:** Part-time  
**Location:** 199 Chambers Street  
**City/Cities:** NY, NY  
**Position Type:** Hourly (**Work Hours may include weekends and evenings**)  
**Salary:** \$15.38\*\* / \$17.38  
\*\* suppressed rate for the first 24 months of new hire

**Job Description:**

**General Work Tasks**

Assistant Media Services Technician (H) under the supervision of the department Manager provides technical support for presentation setups in conference rooms, events spaces, and other spaces on campus. Perform basic/routine maintenance on all A/V equipment. Troubleshoot and repair problems with audio and presentation systems for all events. Deliver, set up, and operate media equipment including sound and presentation systems for special events and college-related events. Some events require evening and weekend work. Collaborate with the Media Center engineer and IT staff on projects that relate to media technology. When needed TPAC technician on assigned events.

**Responsibilities:**

- Operate and maintain media-related equipment.
- Assist in the training instructors in the operation of audio-visual, video production, and related electronic equipment.
- Perform general maintenance and minor repair of audio-visual and related equipment.
- Evaluates the performance of new equipment and facilities; prepare reports on evaluation findings.
- Installs and performs initial system checkout on media-related equipment.
- Schedules deliver and tracks media services equipment as necessary.
- Assists with technical problems that relate to conference rooms and other event spaces.
- Performs additional duties as assigned.

**Qualifications:**

- High School diploma or its equivalent and six months of full-time experience acquired within the last five years, in routine maintenance and operation of various projectors or other electronic equipment such as portable public address systems, audio recorders, and cameras; **or**
- Graduation from a recognized vocational or technical high school for radio and television mechanics or related trades; **or**
- A high school diploma is equivalent and two years of verifiable experience as a member of a High School audio-visual team, or six months of work-study in an approved Board of Education program, which included work with audio or related electronic equipment.

**How to Apply:**

**Work Hours may include weekends and evenings. Candidates should send Resume to Vinton A. Melbourne at [vmelbourne@bmcc.cuny.edu](mailto:vmelbourne@bmcc.cuny.edu)**

**EQUAL EMPLOYMENT OPPORTUNITY**

CUNY encourages people with disabilities, minorities, veterans, and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.