

Camera Loans Job Description

ITS Camera Loan students maintain the performance of and coordinate the loan of video, still camera, and audio equipment for use by students working on course assignments. In addition to checking out/in equipment, camera loan students provide instruction on basic use of the equipment, maintain inventory and loan records on equipment, and prepare reports on equipment use.

Knowledge and Work Experience

Requirements:

- Outstanding customer service skills
- Excellent work ethic
- Ability to learn quickly
- Working knowledge of video and audiovisual equipment
- Interest in basic videography and photography
- Ability to give comprehensive instructions on equipment use
- Timeliness and attention to detail
- Experience with the creation, delivery and/or troubleshooting of video projects on Mac and Windows systems

Specific Duties and Responsibilities include, but are not necessarily limited to:

- Checking out and checking in camera and audio equipment used by students in completion of course assignments
- Providing instruction on basic camera settings and equipment use
- Checking, cleaning, and charging equipment
 - Cleaning lenses and equipment upon check in
 - Charging batteries – requesting additional batteries as needed
 - Requesting repair of equipment as needed
 - Moving & organizing equipment between check in and check out locations
 - Inventory of equipment
- Organizing and coordinating equipment loan and preparation for check out
- Maintaining detailed records on the inventory, location, and status of equipment
- Preparing help documentation for equipment
- Reserving equipment for use in workshops taught by professional staff throughout the semester
- Overall care and operation of camera carrels to maintain a clean, neat, and organized environment.
- Instructing groups of students on equipment use in training sessions

To apply for this position, send a letter of interest and your resume to ksiniscarco@hamilton.edu