

POSTING	
This position is covered by the AMUSE collective agreement.	
Position Title:	Audio Visual Assistant B (CIRMMT events video recorder)
Hiring Unit:	CIRMMT
Supervisor:	CIRMMT Director / CIRMMT Technical Manager
Work Location:	CIRMMT
Hours/Week & Schedule:	This position is part-time: The schedule and work load will depend on the events and exact schedule to be agreed with supervisors
Hourly Wage:	Video recording: \$16.83
Planned Start & End Date:	09 March 2020 – 30 June 2020
Date of Posting:	10 February 2020
Deadline to Apply:	19 February 2020, 4pm
JOB SUMMARY	
Under the direction of the immediate supervisor, and working closely with the Audio-Visual Assistant C, the incumbent will be responsible for video recording events.	
PRIMARY DUTIES	
<ul style="list-style-type: none"> • Sets up and tears down A/V equipment for, and records, events such as Distinguished Lecture and others as required. • Records and verifies event content and submits records to client as required. • Maintains work area. • The list of functions outlined above is representative and not a complete and detailed list of tasks which may be performed by an incumbent. For example, incumbents may be asked to perform some elements of Audio/Video Assistant level "A" tasks in addition to the above listed functions. 	
EDUCATION/EXPERIENCE	
<ul style="list-style-type: none"> • Knowledge and experience in video recording preferable, particularly using the Sony PMW-EX3 camera. • Preference will be given to those who already have at least basic knowledge of video recording. 	
OTHER QUALIFYING SKILLS & ABILITIES	
<ul style="list-style-type: none"> • Bachelor's Degree and / or equivalent professional experience. • Availability for necessary events. 	
HOW TO APPLY	
<p>Please submit your application to: CV and cover letter to Jacqueline Bednar at CIRMMT (jacqueline.bednar@mcgill.ca)</p>	
<p><i>McGill University is committed to equity in employment and diversity. It welcomes applications from indigenous peoples, visible minorities, ethnic minorities, persons with disabilities, women, persons of minority sexual orientations and gender identities, and others who may contribute to further diversification.</i></p>	