



Equipment and Spaces Coordinator

Reporting to the Executive Director and collaborating closely with the Community Engagement Coordinator, the Equipment and Spaces Coordinator will maintain equipment, supervise lending, teach basic skills and assist with production. Primary tasks will include maintaining our AV rental library, coordinating upkeep of the studio, and assisting with technical production for broadcasting and live streaming.

CUTV is Concordia University's TV station. We are an independent media organization that focuses on grassroots journalism and covering underreported issues in the Concordia and Montreal community. We also assist students and Montrealers in making video content, and have an AV equipment lending library, studio rentals, and many other resources to assist in video production.

Responsibilities:

- Maintaining and improving the equipment lending library and CUTV facilities
- Coordinating, cataloging, and repairing AV equipment and acquiring new equipment
- Preparing orders, assisting members with AV equipment and membership agreements
- Teaching workshops or trainings in equipment use and production
- Assess technical requirements and equipment needs for CUTV livestreams, events, workshops, etc
- Assisting with audio-video production, editing, and post production for CUTV programs
- Communicating with Concordia departments (facilities, security) and external vendors

Position Start Date: July 22, 2025

Compensation: \$23/hr for 25 hrs a week

Requirements:

- Proficient in english (oral and written)
- Punctual, well organized and able to multitask
- Experience with video and audio production and knowledge of AV equipment and technology

- Video editing experience and knowledge of video editing software (Adobe Creative Cloud, Da Vinci Resolve, or others)
- Creative problem solving ability and general tinkering/repair skills
- Experience or competency in inventory management

Assets:

- Passion for community organizing, social change, and independent media
- Recent or current studies in communications, film production, journalism, or other related fields
- Knowledge of the Concordia fee levy community, social justice organizing at Concordia, and or Concordia admin structures and departments
- Bilingualism in French and English
- Experience with Youtube livestreams and/or applications (Streamyard, OBS)
- Experience working within a non-profit or community organization
- A/V and general repair skills
- Excellent customer service skills

Workplace:

CUTV's offices are on the fourth floor, and are accessible only via stairs. Employees typically do some of their work from home/out of the office, however this position requires in person work, typically 3 days per week. Computers are available for use in-office, but employees are expected to furnish their own computers for work completed outside the office.

To apply:

Email your CV and a cover letter to jobs@cutvmontreal.org.

Deadline for applications:

July 13, 2025 9pm ET