



Equipment Assistant

The equipment assistant will report to the equipment and spaces coordinator and assist in the smooth running of the CUTV equipment depot and studio.

CUTV is a Community TV station based on Concordia University's downtown campus. 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 a clean and organized equipment depot and studio space;
- Preparing equipment reservations and sorting returns;
- Testing equipment for damage and marking repairs.

Requirements:

- Proficient in English with strong communication skills.
- Experience with filmmaking and audio-visual equipment.
- Excellent interpersonal, organizational, and problem solving skills.
- Ability to work well independently and as a team.

Assets:

- Fluency in French.
- Customer service and people skills.
- Experience in equipment management, inventory management.
- DEC or equivalent in film, media production, or related field.

Workplace:

CUTV's offices are on the fourth floor, and are accessible only via stairs. Computers are available for use in-office. This position will be in person at the office.