



JOB POSTING

Company Name: SIM Digital / Bling
Position Title: Post Production Technician
Employment Category: Full-time, Permanent
Location: 2285 Clark Drive, Suite 230, Vancouver BC V5N 3G9
To apply: Please submit a resume and cover letter to HR@simgroup.com

SUMMARY

SIM Digital, a leading supplier of production equipment, workflow and post-production solutions, is currently looking for a full-time Post Production Technician in Vancouver.

The Post Engineering Technician position is responsible for building, maintaining and ensuring client support of editing and workflow systems. The ideal candidate will have Avid ACSR certification and related experience.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Build and install, all software and hardware for editing systems, data carts, dailies systems and any other workflow related computer system.
- Maintain, clean, test, troubleshoot and complete minor repairs for all editing systems, data cart, dailies systems and any other workflow related computer system.
- Perform installations and tear outs of in-house and on location editing systems, data carts, dailies systems and any other workflow related computer system.
- Hardware and Software installations and support include, but are not limited to, Mac, Windows, Avid, Final Cut Pro, Express Dailies, Davinci Resolve, Microsoft Office, Adobe, etc.
- Assist in maintaining and supporting shared network storage systems including, but limited to, Avid ISIS, Unity and Facilis Terrablock.
- Assist in formatting and testing cards and drives as needed.
- Perform and maintain monitor calibrations.
- Ensure excellent quality and customer service by identifying the needs and wants of clients and responding to their concerns and problems in an effective and timely manner.
- Ensure equipment is properly assigned, booked, prepped and dispatched in inventory system.
- Ensure transfers are coordinated and assigned properly in inventory system.
- Report all damages or malfunctioning equipment to Director of Post Engineering and General Manager, and ensure it is properly assigned to service in inventory system.

- Be available as a consultant during camera preps that involve digital media workflows and work continually towards self-development to stay current on new technology, trends, procedures & practices.
- Assist in prepping and maintaining of other production equipment when required.
- Ensure that editing suites and equipment room are kept clean and organized.
- Demonstrate an understanding of/and appreciation for the mission, vision, and values.
- Provide assistance and information to each client, potential client, and staff member.
- Attend staff meetings, planning sessions and training events as required.
- Be available after hours by email or phone, as needed.
- Assist with IT tasks as needed. This may include, but is not limited to, telephone assignment & troubleshooting, internet troubleshooting, printer setup & troubleshooting, etc.

QUALIFICATIONS:

- Strong working knowledge of PC/MAC based computers and software
- Active ACSR status preferred
- Excellent communication skills
- Strong customer service approach
- Ability to travel and work a flexible schedule
- Strong organizational skills
- Valid driver's license and a clean driving record
- 5 years' experience working in the Film and television industry preferred
- Proficiency in the use of computer programs for: Microsoft Word, Outlook and Excel