



## Job Description

**Job Title:** Field Shop Technician/Nashville Location

**Status:** Part Time (Possibility of Full Time in the future)\*\*

**Dept:** Operations

**Division:** TNDV/Nashville Shop Location

### **Purpose:**

The purpose of this position is to prep and de-prep mobile units and assist with equipment load lists for mobile units, perform inventory on all equipment and gear and to participate in and support all shop activities as needed.

\*\*This position will be part-time with the possibility of moving to full time and pay for this part time role will be coordinated as contractor or with TNDV's third-party payroll vendor.

### **Position Responsibilities:**

- Facilitate the departure and return of products and gear by prepping and/or de-prepping mobile units.
- Load and unload trucks as directed.
- Compile and scan/record complete load list for events by picking, packing and shipping all necessary equipment.
- Compile and scan/record complete load list after events by picking, unloading and storing all necessary equipment.
- Develop a complete understanding of the equipment database and scanning/recording procedures.
- Control equipment inventory by utilizing all available databases or sources and assist with bar coding or recording process.
- Properly store and move equipment as needed.
- Assist in maintaining an organized and clean field shop.
- Prepare equipment for loading and perform off-loading for mobile units and events.
- Interface with multiple departments within Live Media Group and provide a professional level of support at all times when needed.
- Maintain a high level of teamwork within the Field Shop in order to provide the highest level of customer service.
- Work with supervisor and other shop technicians to carry out proper shop maintenance.
- Check in packages and move equipment to appropriate locations within the shop.
- Maintain a clean and organized shop environment and assist in other shop activities as needed.
- Transport of equipment to site or for maintenance/repair to local off-site locations as needed.
- Represent the company to clients in a courteous and professional manner.
- Assist in other Field Shop activities as needed.
- Other duties as assigned

### **Qualifications:**

- Technical or bachelor's degree in communications, Production, Business or related field desired, however a combination of education and experience will be considered.
- Candidates will maintain a valid DOT medical card. Class A or B licenses preferred but not required.
- Experience working with various software programs such as Microsoft Office, Google Workspace, FileMaker Pro, QuickBooks or similar types of software systems.
- Knowledge of broadcast technology, equipment, facilities, fly packs, and production for commercial and cable TV networks desirable.
- Demonstrated skills in professional communication and an ability to interact with a wide range of individuals.
- Ability to be self-motivated, attention to detail, exceptional organizational skills and the ability to multitask and meet deadlines.
- Willingness to work, on occasion, weekends and/or holidays along with after hours to help with certain events.
- Although minimal, candidate should be willing and able to travel if required.