

LIVE MEDIA GROUP

Job Description

Job Title: Shop Technician

FLSA Status: Full Time/Exempt

Salary: Competitive

Division: Broadcast/Columbus, OH

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.

Position Responsibilities:

- Facilitate the departure and return of products and gear by prepping and/or de-prepping mobile units.
- Load and unload trucks as required.
- Properly store and move equipment as needed.
- Prepare equipment for loading and perform off-loading for mobile units and events.
- Compile and scan/record complete load list for events by picking, packing, unloading, storing, and shipping all necessary equipment.
- Check in packages and move equipment to appropriate locations within the shop.
- Transport of equipment to site or for maintenance/repair to local off-site locations as needed.
- 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.
- Interface with multiple departments within LMG and provide a professional level of support at all times when needed.
- Maintain a high level of teamwork within the Shop in order to provide the highest level of customer service.
- Work with supervisor and other shop technicians to carry out proper shop maintenance.
- Maintain a clean and organized shop environment and assist in other shop activities 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:

- High School Diploma, Technical Degree preferred.
- Knowledge of broadcast technology, equipment, facilities, fly packs, and production for commercial and cable TV networks desirable.
- Experience with inventory control 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.
- Must be reliable, adhere to safety regulations, state and federal laws.
- 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.
- Must be willing and able to lift/push/pull up to 50 lbs. and be willing to seek assistance for anything over 50 lbs. (should not seek to do over 50 lbs. without assistance).
- Must be 18 years of age or older.

Live Media Group Holdings LLC is an Equal Opportunity Employer and offers employment opportunities to all qualified persons regardless of race, color, religion, sex, age (40-70), national origin, sexual orientation or physical disability (except where physical or mental abilities are a bona fide occupational requirement).