

Weekend Studio Equipment Coordinator – ATTIC STUDIOS – Long Island City NY

Summary

The Freelance Weekend Studio Equipment Coordinator is responsible for coordinating weekend equipment and studio operations at a busy photo and film rental studio. This person will ensure standard operating procedures and practices are being upheld and will work closely with high-end clientele.

Essential Duties and Responsibilities include the following:

- Handling equipment, equipment orders, organization of eq cage and eq inventory
- Freight elevator operation
- Opening and Closing duties
- Maintaining Studio cleanliness, daily trash
- Painting, cyc maintenance, studio upkeep and improvements
- Tracking cyc paint stock and other supplies
- Some basic janitorial work and fixes
- Coffee bar
- Client Relations

Qualifications/Required Skills

- Basic Computer skills, experience with Gmail, Word, Excel, Dropbox.
- Minimum 1 year work experience in photo, tv or film industry.
- Basic knowledge of grip, electrical, digital and lighting equipment
- Photoshop and Social Media skills a plus
- Ability to communicate effectively verbally and in writing in English with employees and customers.
- High school diploma required
- Excellent service skills, good attitude.
- Dedication and Commitment

Required

- 1+ year in a photography studio or equipment rental house

Physical Requirements

While performing the duties of this job, the employee maybe required to work seated at a desk for several hours at a time and/or stand or walk for extended periods of time on hard surfaces. Must be able to lift objects up to 75lbs. and climb a 10' ladder while procuring items from such height. Specific vision requirements require employee to view computer screens for extended periods of time and manipulate a mouse and keyboard.

Salary and Benefits

ATTIC STUDIOS offers a 401k plan and will soon offer other benefits to employees. ATTIC STUDIOS LLC is an equal opportunity employer. Interested parties please email.