



## MEDIA TECHNICIAN

Supervisor: Communications Manager

Term: Full-time, Permanent

### Job Summary

As the Media Technician, you'll manage and operate audio-visual (AV) equipment for Saik'uz First Nation events, ensuring technical excellence and reliability. You'll support internal and external communications before, during, and after events, assist with venue setup and teardown, and act as an on-site liaison for the Communications Officer. This role is essential in making community events successful and well-documented.

### Duties & Responsibilities

- Set up, operate, and take down AV equipment at all major and recurring events (e.g. Annual General Assembly, elections, Indigenous Peoples Day, Truth & Reconciliation Day, winter holiday community gatherings)
- Coordinate with event organizers and departments to meet specific AV requirements
- Assist with physical setup and teardown of venues before and after events
- Maintain and inspect AV equipment regularly to ensure optimal performance
- Distribute posters and announcements on community boards and social media before events
- Support website, Facebook, and Teams updates to promote events effectively
- Provide post-event summaries, compile feedback, and record learnings for future improvement
- Serve as the on-site point of contact for event-related questions and support for community members

- Support the Communications Officer's off-site work arrangement by facilitating in-person communications

### Qualifications & Skills

- Proficient with AV software, digital communications, and common computer technologies
- Skilled in troubleshooting AV issues independently and efficiently
- Experienced with inventory management and preventive maintenance of equipment
- Organized and capable of managing time well under changing schedules and priorities
- Able to lift and carry 20–35 kg (~50–80 lbs.), stand for long periods, climb ladders, and work in tight spaces
- Respectful, diplomatic, and discreet when interacting with staff and community members
- Comfortable handling confidential or sensitive materials
- Valid BC Driver's Licence and access to a licensed vehicle

### Salary & Benefits

- Wage: \$21–\$25 per hour
- Benefits after 3-month probation: Medical and dental coverage
- Paid leave: Vacation, sick, and cultural days

To apply, submit a copy of your resume to the Band Office or via email at [resume@saikuz.com](mailto:resume@saikuz.com). If submitting via email, include the position title in the subject line.

We thank everyone for their interest;  
however, only those selected for an interview will be contacted.