

StashSpace.com

**Job Description
Entry-Level Production**

Technician

StashSpace.com is a business currently offering custom DVD Authoring solutions to the Professional Videographer and Consumer markets. Our position in the marketplace is based on our proprietary web-based online DVD Authoring Platform and strength of customer service. Our ability to deliver our product and service a large number of customers with a proportionally small workforce is predicated on our ability to achieve efficiencies in production and every-day administrative tasks through software automation and custom application development. We are currently looking to add additional personnel in positions that support and strengthen this ability

Current Position Available:

Position: Entry-Level Production Technician

Schedule: Full-Time, 90 day probationary period

Pay Rate: \$9/hr

Start: Immediately

General Description

This is an entry-level position for a Production Technician to be responsible for the encoding and authoring of customer's videotapes and DVDs through our conversion and authoring process. A high-level attention to detail and willingness to learn new technologies rapidly is vital to the success of the individual in this position.

The great majority of the Production Technicians efforts will be focused around the proper handling of the customer's videotapes throughout the DVD and Streaming Media encoding process, including machine setup and manipulation, database and application interaction, and quality assurance, as well as around the proper production of the customer's final product onto DVD and StreamingDVD media. Work would be divided between a number of tasks relating to this system, including performing repetitive tasks throughout the day, troubleshooting orders, conducting QA reviews of finished product.

Duties

Encoding Customer Materials		
75% of time	Description	Develop thorough understanding of underlying encoding system architecture, functionality and design. Use existing proprietary encoding applications to enable customer's videotapes upon arrival. Provide feedback on functionality and efficiency of existing systems for further refinement and development. Manage up to 20 computer systems simultaneously encoding customer video content.
	Software	HMC Customer Database, HMC Encoder, HMC Mediator, HMC Streaming Encoder, HMC Tickle (CRM)

	Minimum Requirements	Ability to learn and understand complex video production setup and encoding techniques and principles. Ability to follow existing encoding standards.
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25% of time	DVD & StreamingDVD Authoring	
	Description	Develop thorough understanding of underlying encoding system architecture, functionality and design. Use existing proprietary authoring applications to create final DVDs and StreamingDVDs. Provide feedback on functionality and efficiency of existing systems for further refinement and development. Manage up to 10 computer systems simultaneously encoding customer video content.
	Software	HMC Menu Painter, HMC Clip Grabber, HMC Author, HMC Streaming Upload, HMC Database, HMC Cover printer
	Minimum Requirements	Ability to multitask and track multiple projects at the same time. High level of attention to detail to ensure multiple projects do not get mixed with others.