

Checkout Staff and Hours of Operation

VCB room 214

- Film Checkout is typically open Monday through Friday 8am-5pm
- Photo Checkout open hours extend into evenings and weekends for Lab use purposes
- 4-5pm is reserved for doing rounds and closing some Checkout facilities
- GEAR CHECK IN:** Mon through Fri from 8am -10am.
- GEAR CHECK OUT** Mon through Fri from 12 noon – 4:00pm
- Expendables are sold from 8am-4:00pm.

FULL TIME STAFF MEMBERS

Tony Purpura **Technology Coordinator/Lab Manager** purpura@montana.edu
994-6253

Oversees and implements all Checkout Gear, Lab, and Room operations.

Assistant Tech Coordinator 7:30a-4:30p
Colette K. Campbell

Photo Equipment/Facility Manager 8:30a-5:30p
Heather McKenney

994-6254 ← (Checkout windows) → 994-6866

colette@montana.edu

Assists Tech Coordinator and Faculty in
Scheduling, organization, communications,
Record-keeping and documentation.
Manages keypads and Cat Card entry.
Manages/schedules student workers.

heather.mckenney@montana.edu

Manages Photo Labs, gear, and operations
Scheduling, organization, communications,
Record-keeping and documentation.

Equipment and Facilities Manager 9:30a-6:30p Film and Photo

Niki Buettner
994-6254 nikimariebuettner@gmail.com

Physical implementation of digital lab maintenance, upgrades, repair, and troubleshooting. Equipment and A/V set-up trouble shooting, repair, upkeep, and maintenance.

Film faculty should turn paperwork and requests for film labs or class assignments in to Colette.
Photo faculty should turn paperwork and requests for film labs or class assignments in to Heather.

Student Workers:

- May include Undergrad and Grad students from any department on campus.
- They man the Checkout Window Operations
- Prep and inspect all gear coming in and going out.
- Film Checkout Window 994-6254, Photo Checkout Window 994-6691
- Students (from ANY dept) with Work Study Assistance receive preference in hiring.