

Job Title: Media Technician (Full Time)
Location: Tower Hamlets, East London

Closing Date: Monday, July 31st

EAST LONDON ARTS & MUSIC



THE INDUSTRY ACADEMY

Recruitment Pack

Media Technician

July 2017

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Dear Applicant,

For a long time it has been evident that many creative young people miss their calling due to a lack of industry opportunities, low-level recognition of their talents and a failure to develop sector relevant skills. Here at ELAM we do not believe that circumstance should ever be a barrier to any young person's ability to realise their potential.

ELAM is a revolutionary new academy founded through a deep and genuine partnership between devoted and visionary educators, and the professional music and creative industries. Together, we are able to push pedagogical boundaries and create a truly world-class educational experience for our learners. We can build a learning environment that is rigorous, personalised and always 'plugged-in' to the real world.

Operating at the intersection between the education sector, the local community and the music and creative industries, ELAM is not your typical school. We are looking for innovative, outstanding and dedicated individuals to help us prepare our students for the world they face tomorrow. We have already had great success in supporting young people to achieve excellent academic and vocational qualifications as well as transitioning to university, apprenticeships and the industry; now we are looking for a new Media Technician to contribute to our unique offer for young people.

This is a rare chance for passionate and creative teachers to become part of the ELAM founding team as we continue to design build and deliver our vision for ELAM, the UK's first "Industry Academy".

If you believe in the potential of talented young people then join us and invest in overhauling access routes to the music and creative industries. Join us on the journey as we build a beacon of excellence in East London.

Best Wishes,



Charlie Kennard

About the East London Arts & Music – The Industry Academy (ELAM)

What is ELAM?

ELAM is the 'industry academy' for 16-19 year olds. We are focused on developing the next generation of young creative and business talent; providing real recognition, professional skills and the opportunities that they will need to better the creative industries of tomorrow.

"We want young people to show high levels of responsibility, use their initiative, have strong communication skills and be able to work with others, that is why Universal works with ELAM"

David Joseph, CEO Universal Music UK

ELAM's Trainees work and learn alongside the creative industries' leading organisations and professionals. Real world projects, work placements and expert mentors will develop the technical and personal skills needed to succeed at university and within the workplace. ELAM is totally committed to the successful progression of its Trainees onto these pathways.

Underpinning the development of our Trainees, and the practice of our staff, are ELAM's Values of Collaboration, Excellence, Innovation, Integrity and Drive. These Values align ELAM with our partner industries and are embedded at every level of the school as a signpost of the behaviours and characteristics that we strive for.

[See ELAM's Vision in action here.](#)

ELAM opened in September 2014 with a first cohort of 75 Trainees. Initially ELAM only offers a *Music Programme*, designed to provide young talent with the musical, technical and personal development needed for a successful future within the creative sector – we call this '*industry readiness*'. In 2017, ELAM will launch a *Digital Media Programme* and grow its Trainee numbers to reach capacity of 300 by 2018. ELAM is fully funded by the Department for Education and inspected by OFSTED.

Who is involved?

ELAM has been founded by a group of leading figures from industry and education including Sir Nick Williams, former Principal at the BRIT School in South London and Will Kennard, musician and one half of production duo Chase & Status. Both are Governors of the school and are supported by educational, creative industry, financial and legal experts.

Job Roles and Responsibilities:

- To maintain and provide technical support for area/s of specialism, including testing and setting up equipment.
- To support students who wish to realise their creative outcomes within Film & Television and Games Design.
- To plan and deliver induction programmes on safe use of equipment to ALL student cohorts working with Film, Television and Games equipment.
- To supervise and demonstrate technical and practical skills to students and ensure the safe use of workshop equipment is adhered to.
- Install appropriate software onto computers and network servers.
- Maintain and service hardware throughout the school and carry out repairs, maintenance and upgrades.
- Deliver support & training in line with schemes of work, session plans, and employer overviews.
- To undertake servicing and maintenance of equipment within the Media facilities (i.e. TV Studio, Post Production suites), and to arrange repairs when required to ensure safe working practices are maintained.
- To prepare resource areas and teaching aids for staff.
- To loan and book in resources using an Asset Management System.
- To fully support teaching in Film, Television and Games Workshops to ensure learner opportunities are maximised.
- To supervise through collaboration with academic staff, the ordering and control of consumable materials and equipment as required by the area and maintain an inventory.
- To abide by and work within the College Health and Safety Policy, carry out risk assessments and ensure students also work within the policy.
- To assist with internal and external activities such as open evenings, shows, screenings, exhibitions and performances.
- To undertake other duties that may be required and are commensurate with the grade of post.
- Weekly maintenance of communal studios, ensuring the spaces and equipment are safe, tidy and in full working order.
- Installing new software, updates and administering software licensing
- Attend relevant training events and meetings as required.

Experience:

- Working as a technician (or equivalent) in a digital and/or computer environment including working with HD video cameras; with working knowledge of the latest versions of Adobe Creative Cloud (specifically After Effects, Premier Pro and Photoshop) and Autodesk or Unity.

- Experience managing an organised workplace and keeping on top of equipment and materials.
- General networking experience (including Wifi and Ethernet setup) and troubleshooting experience with both Mac and PC platforms.
- Enthusiasm and evidence of interest in the relevant subject areas.

Other Skills:

- Good IT skills including the ability to use Microsoft Word, Excel, e-mail, and both PC & Mac platforms. Learn from experience. Take responsibility for your own development.

Salary and how to apply

Salary: £20-24k

The start date for this role would be September 2017, with ELAM looking to engage with the appointed candidate prior to this.

This post is subject to receipt of a satisfactory Enhanced DBS Check

To apply for this role please send a covering letter and CV to mnelson@elam.co.uk

Closing date: Monday 31st July