

JOB DESCRIPTION

TITLE: Creative Industries Technician/Facilitator (all roles)

GRADE: NCC Support Grade 5/6

RESPONSIBLE TO: Senior Curriculum Manager

PURPOSE OF JOB:

- To provide an efficient and effective support service to lecturing staff and students, including their supervision, instruction and assessment.
- To work effectively as a member of the team, liaising with Senior Curriculum Manager and all colleagues in the College.
- To take an active role in own professional development in relation to all aspects of the role.

MAIN TASKS AND RESPONSIBILITIES:

1. In common with all other staff:

- 1.1 To support the College's mission, vision, values and strategic objectives.
- 1.2 To implement the College's Equality and Diversity policies and to work actively to overcome discrimination on grounds of all protected characteristics; sex, race, religion/belief, disability, sexual orientation, age, pregnancy/maternity, gender reassignment status, marriage/civil partnership status.
- 1.3 To take responsibility for one's own professional development and participate in relevant internal and external activities.
- 1.4 To implement the College's safeguarding policies and practices.
- 1.5 To implement your health and safety responsibility in line with the College's Health and Safety policy.
- 1.6 To contribute to the College's commitment to continuous improvement as identified in the College's quality assurance systems.

- 1.7 To ensure that data is handled in line with the General Data Protection Regulations.

2. In common with all other staff:

- 2.1 To participate in College-wide projects and tasks.
- 2.2 To work in other support services areas to meet the specific needs of workload peaks.
- 2.3 Such other duties of a similar nature commensurate with the grade as may be required from time to time. This may/will require working in other campuses of the College.

3. Particular to the Post:

- 3.1 Demonstrate to students the use of equipment and software as appropriate and as directed.
- 3.2 Supervise students' learning activity within a classroom, workshop and studio.
- 3.3 Prepare materials and equipment to meet course requirements and for demonstrations, practical work and examination requirements.
- 3.4 Responsible for the keeping and issue of stores, monitoring stock levels and ordering and receiving same after obtaining the appropriate clearance and authorisation.
- 3.5 Responsible for the care and maintenance of equipment etc, and keeping appropriate records. Keep an inventory of all equipment and resources.
- 3.6 Responsible for the issue and return to students of equipment as required.
- 3.7 Assemble and dismantle lighting and sound rigs used on courses as and when required.
- 3.8 Install, check and implement new equipment and resources and ensure correct operation.
- 3.9 Assist in the demonstration of techniques and practices to students.
- 3.10 Provide technical support to other areas of the department as and when required by the Senior Curriculum Manager.
- 3.11 When necessary, attend departmental meetings, functions, presentations, open days, marketing events, training events etc. Within the department and/or College

Specific to creative-related roles (dependent on specialism):

- 3.12 To ensure the smooth running of the technical aspects of classrooms, design studios, darkroom (where present) audio, photo and TV studios or theatre, rehearsal or recording spaces in their day-to-day operation.
- 3.13 To organise set-up for photography, filming, lighting (incl. rigging for performance roles), setting up of sound equipment, acquiring and setting-up props for filming or performance, masking etc. on stage.
- 3.14 To operate graphics, video, sound, lighting and other effects during performances or shows, as directed by members of the creative and production teams.
- 3.15 To help furnish studio spaces or rehearsal spaces with appropriate recording, lighting, sound equipment and scenery/props as required.
- 3.16 To carry out all duties in accordance with the organisation's Health & Safety Policy and promote a culture of safety.

4 Person Specification:

- 4.1 Level 3 in a relevant subject (un-related subjects may be considered if industry experience is of a high standard).
- 4.2 Dependent on role, relevant industrial experience in moving-image production, photography, post-production incl. graphics and VFX, games design, art & design, fashion, 3D art/making (**media/art**), production /events management, live sound/ sound engineering and/or theatre lighting and set building, music production, music performance, music technology (**performance/ music**) and/or experience of working in a similar role in an educational environment.
- 4.3 Excellent interpersonal and organisational skills.
- 4.4 An awareness of the pastoral and the academic needs of students from a variety of backgrounds and the ability to respond to those needs positively and sensitively.
- 4.5 Experience of working as a member of a team and evidence of ability to work effectively with colleagues.
- 4.6 Ability to work un-supervised on projects with tight deadlines.
- 4.7 An understanding of, and commitment to, equal opportunities policies and practical ideas for their implementation in this post.
- 4.8 Degree or equivalent level qualification in a relevant subject area (desirable)

Additional Information:

This job description will be regularly reviewed to ensure that it is an active description of the responsibilities and duties of the individual post holder and that these responsibilities and duties consistently match the needs of the College.

Appointment to Scale 6 will be subject to evidence of a degree level or equivalent qualification in relevant subject area.