



JOB DESCRIPTION

Job Title:	Media Technician / College Videographer
Department:	Media
Reporting to:	Director of Media
Salary:	Band C (£16,550.39 - £17,552.82 per annum - pro rata'd from the FTE £18,409 - £19,524)
Hours:	37 hours per week during term time (39 weeks per annum + 2 additional weeks)

Job Purpose: To provide technical support to the Media, Culture and Technology Department on a daily basis. Supporting students with their practical coursework and providing in class tuition across software such as Premiere Pro, FinalCut Pro, Photoshop, After Effects, Blender, Dreamweaver and any others suitable for Media creation.

Delivering rich content to support the colleges marketing and recruitment activities. Working cross-College and with the Senior Leadership Team, producing high quality video content, to ensure the college maintains its position as a market leader.

Main Duties and Responsibilities:

1. To provide creative and technical support to staff and students.
2. Managing and maintaining a booking system for the loan of equipment to staff and students and ensuring ALL equipment is in good working order and is electrically safe. Provide a regular audit of equipment and sourcing/ordering relevant equipment when required.
3. To maintain and monitor the usage of a large Media studio and a Radio suite ensuring H&S requirements are met. This includes managing a booking system and access rights.
4. Liaising with Central IT Department on PC and Mac operating issues.
5. To maintain a clean, safe environment for students to work in.

6. To support teachers with delivering specific inductions (such as Photoshop, Final Cut, Premiere and camera workshops).

7. To provide critical and technical support to students during practical coursework sessions and during student Study periods. To create student 'how to' guides in relation to software and equipment.

8. To order and monitor stationery supplies for the Department.

9. To maintain display areas in the corridors and open access spaces and working collaboratively with the staff members to produce materials for Open Evenings.

10. To contribute to teaching and learning meetings when appropriate.

11. To carry out any other duties as reasonably requested by Subject Leaders and Director within the Department.

12. Supporting Senior Leadership Team activities when required.

13. Creating rich content to support all Barton Peveril College Marketing and Communications activity.

14. Storage and cataloguing all departmental rich content.

15. Some online content generation and ownership.

16. Training and supporting staff with video generation and student ambassadors as appropriate.

17. Competitor analysis and market research to support departmental activities.

18. Reporting on data and analytics for materials produced.

19. Other ad-hoc marketing and communications and college activities as directed by the Marketing and Communications Manager and the Marketing Coordinator.

Person Specification

	Essential	Desirable	Method of assessment A - Application I - Interview
QUALIFICATIONS / TRAINING			
• General Education – minimum of GCSEs or equivalent qualifications and/or experience	√		A
• Working knowledge of Media department	√		A&I
EXPERIENCE			
• Experience working with young people in 16 – 19 age range		√	A
• Experience of using DSLR cameras		√	A
KNOWLEDGE SKILLS & ABILITIES			
• Be able to multi-task, prioritise and track jobs in different areas	√		I
• Relate to / empathise with people aged 16 – 19 years old with ability to work with students and advise them on quality of work		√	I
• Work to a tight timeframe	√		A&I
• Working knowledge of equipment including editing techniques and camera work	√		A
• Knowledge of Macs, PC Desktop publishing including Photoshop and InDesign, Illustrator and Sound Effects, Sound track and Garage Band, Final Cut Pro and Premiere.	√		A
• An avid interest in film making and graphic design	√		
• Knowledge of Word, PowerPoint and other windows packages	√		A
PERSONAL QUALITIES			
• An interest within Media in particular equipment and software	√		A&I
• Excellent level of communication skills both written and spoken	√		I

• Commitment to – equality and diversity, working safely and a willingness to learn new skills	√		
• Work effectively as part of team, remaining positive under pressure	√		
• Good problem-solving skills and able to take initiative		√	
• Excellent client facing and customer service skills	√		
• Good time management skills	√		
• Ability to think creatively	√		
• Detail orientated and quality focused	√		