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**Job Description**

**Job Title:** Media Technician

**Reports To:** Head of Media Studies

**Working Time:** 10:30 – 18:30 Monday to Friday during term time in addition to evening events, MUN conference and Royal Russell Day.

**Purpose of Job:** To work with young people to develop a love of media production by providing support to staff and students both within their Media Studies lessons and in an extra-curricular capacity. To be responsible for the maintenance, loaning and support of the department’s physical resources.

**Main Duties and responsibilities:**

* To support extra-curricular Media projects by supporting students to produce and edit their own media texts.
* To teach students practical Final Cut Pro and Adobe Photoshop skills to ensure that they are able to realise their ideas and challenge students to try new techniques and develop their skill set.
* To manage the maintenance and security of the department’s physical resources in the Media studio, edit suites and when the equipment is used in other locations on or off site.
* To be responsible for maintaining an up-to-date inventory of all Media resources.
* To maintain and oversee the electronic equipment booking system, ensuring accurate records are maintained.
* To supervise the student’s use of the Media studio and edit suites.
* To teach students to effectively light both when in the studio and out on location.
* To teach students to ensure that sound is successfully recorded to a high standard in both the studio and whilst out on location.

**General Responsibilities:**

* Ensure the safety and well-being of children and young people at the School by adhering to and complying with the School’s Safeguarding (including Child Protection) Policy and Procedures at all times
* Display correct staff identification at all times whilst on site
* Attend training and staff INSET sessions organised by the School to provide a consistent approach across the entire school staff population
* Attend Royal Russell Day, MUN event in October half term holiday and Open Day as required.
* Adhere at all times to Health and Safety legislation, and all departmental policies and procedures, to ensure their own safety and that of colleagues, pupils and visitors
* Carry out any other reasonable duties as requested by the Headmaster or members of the Senior Management Team.

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job holder’s actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.

 **Person Specification – Media Technician**

The person specification focuses on the range of criteria required to undertake the role effectively. Candidates will be assessed from their Application Form and personal statement (A), interview (I) and by an exercise (E), Task (T) or Lesson Observation (L) as appropriate.

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| **Criteria** | **Essential** | **Desirable** | **Measured by/evidence** |
| **Education and Qualifications** | * Educated to A Level or vocational equivalent in Media Studies or Computer Science
* Professional qualifications in the media industry
* A commitment to continuing professional development
 | * A Media Studies or similar related degree
 | AAA/I |
| **Knowledge and skills** | * Ability to prioritise own workload and work flexibly, and at times under pressure, meeting deadlines
* Computer literate, with good familiarity with Microsoft office applications
* Ability to work with accuracy, with good attention to detail
* Excellent organisational skills
* Ability to work collaboratively in a team
* Good analytical and problem-solving skills
 |  | IA/IA/IA/IAA/E |
| **Experience** | * Experience working in a studio environment.
* Experience using Final Cut Pro and Adobe Photoshop to effectively edit moving image and photography.
* Extremely good organisation skills to ensure all resources are monitored and maintained.
 | * Experience of working in a school environment
 | AA/EI |
| **Personal competencies and qualities** | * Ability to communicate succinctly, effectively and attractively both orally and in writing, using appropriate language
* Friendly and approachable with a can-do mind-set
* Ability to inform and influence with strong and persuasive interpersonal skills
* Tact, sensitivity and the ability to handle confidential material with discretion
* High degree of personal motivation, initiative, energy, creativity and drive
* Ability to build effective working relationships with parents and staff
* Ability to work on own initiative, plan, prioritise, coordinate and lead
* Strong customer service skills with an excellent telephone manner
* Able to remain calm and professional in all situations
* Able to take ownership of a task and see it through to completion
* The ability to be flexible with a positive and enthusiastic approach to working with young people to support them to create media products and a desire to see them achieve the best outcome they can.
* The ability to competently operate a variety of video and still image cameras including DSLR and shoulder cameras.
* The ability to use both fixed and portable lighting equipment and a lighting desk.
 | * The ability to work with green screen.
* Understanding of fibre cabling and its use within a media production context.
* An interest in live vision mixing.
* A desire to work on live events.
* Understanding of IT networks and the ability to support with problem solving.
 | A/IIIIIIA/EA/IA/IEIE/TE/T |
| **Other requirements** | * Commitment to promote and safeguard the welfare of children, young persons and vulnerable adults
* Flexible approach to working hours
* Empathy with the ethos and aims of Royal Russell School
 |  | IA/II |