JOB DESCRIPTION

Job title: Media Technician

Reporting to: Programme Manager – Expressive Arts
                      Assistant Programme Manager - Media

Salary: £21,831 - £23,910 per annum

Hours: 36 hours per week

Main responsibilities:

- Support staff and students in the use of appropriate media equipment and software, providing demonstrations and technical assistance when necessary.

- Maintain and control the use of media resources and facilities, including specialist equipment.

- Provide guidance in the use of software and hardware (such as video cameras, DSLRs, and grip and sound recording equipment) and ongoing support in the use of the above facilities (including media software, filming and editing).

- Manage and operate booking systems for use of Media equipment/facilities and ensure the smooth running of all administrative systems.

- Provide support in the use of Adobe Creative Suite, including Premiere, Photoshop, InDesign, After Effects and Audition.

- Assist in the preparation of teaching and learning materials and ensure that equipment /resources are available and in good working order for lessons

- Ensure that work completed by students is backed up and archived.

- Liaise with staff on equipment requirements and complete equipment purchase orders.

- Carry out routine maintenance of media equipment, keeping batteries charged, ensuring the Media inventory is tracked and accounted for, and liaising with external repair companies.

- Maintain an up-to-date knowledge of technical developments in Media and advise relevant staff.

- Assist with the development of college promotional materials.

- Undertake training for equipment to provide support across the whole Expressive Arts department as required.

- Undertake first aid training/act as a First-Aider in the College.

Last updated August 2018

General:

- Work within the requirements of the college's established 'Key Features of an Outstanding Programme Area' which reflect the college's operational aims and objectives.

- Undertake training and development activities relevant to the position.

- Cooperate with the college in complying with relevant health and safety legislation, policies and procedures.

- Carry out the duties and responsibilities of the post in compliance with the college's equal opportunities policy.

- Support the aims and ethos of the college.

- Maintain confidentiality and observe data protection and associated guidelines where appropriate.

- Maintain an awareness of Safeguarding Children and undertake training as required.

- Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.

Other Information

Contract/Hours: This is a full time permanent post.

The work pattern will include some weekend and evening duties to accommodate college events and performances.

Person Specification – Media Technician

Criteria for Selection	Essential	Desirable
Qualifications	• GCSE English and Maths grade A –C, or equivalent, or able to demonstrate this level of literacy and numeracy	• Educated to at least Level 3 (A levels or BTEC/Extended Diploma/GNVQ or equivalent) in the relevant area • Graduate status or equivalent
Experience	• Proven record of experience with Digital Video/Audio/Print practices including practical knowledge of video editing • Proven record of experience as a technician/instructor in a comparable context • Practical experience in the use of video cameras, DSLRs and grip and sound recording equipment	• Experience of working within the post-16 education sector • Experience of working in a TV studio environment (this could be in an educational setting) • Experience of providing technical assistance within the areas of music or theatre
Skills and abilities	• Excellent IT skills • Excellent attention to detail • Excellent communication skills both oral and written • Ability to use a wide range of media software and hardware relevant to the role • Ability to work in a supportive and patient manner with staff and students • Ability to develop good working relationships with colleagues • Ability to respond well to unexpected circumstances at short notice • Ability to apply a methodical and logical approach to problem solving • Ability to exercise initiative • Ability to organise and prioritise own workload • Ability to work effectively within a team • Ability to demonstrate a flexible approach to work and changing priorities	
Specialist knowledge	• An up-to-date knowledge of Adobe CS Suite apps including Premiere, Photoshop, InDesign, Audition	• Adobe Creative Suite apps including: After Effects, Illustrator
Other requirements	• Awareness of and commitment to equality and diversity, safeguarding and health and safety	

Last updated August 2018