



CITY AND ISLINGTON
COLLEGE

JOB REF NO:

CITY AND ISLINGTON COLLEGE

JOB DESCRIPTION

- A. TITLE OF POST:** Media Technician
(Full Time – Fixed Term until 28 May 2018)
- 35 hours per week - additional hours may be required at certain times of the year)
- RESPONSIBLE TO:** The Senior Technician
- RESPONSIBLE FOR:** Assisting the senior technician in providing technical and teaching support to the Media Department. On occasion providing support to the Performing Arts departments, and college events.
- GRADE:** Business Support Scale 5
- SALARY:** From £24,497 up to £26,435 ILW

B. PURPOSE OF THE JOB:

The post is primarily based in the Media department with some limited additional work in the Performing Arts department, and occasional wider college events. The work is varied and interesting and requires a person with technical and creative ability. The ability to communicate well across the departments is essential, as is a desire to work closely with young people (16-19).

The job involves supporting the staff and students in their Media and Film A Level coursework. This includes demonstrating equipment and software, filming (both on and off site), editing, using Photoshop and blogging. You will also be required to ensure proper care and maintenance of equipment including 90+ imacs and macbooks. Good working knowledge of Apple computers is essential.

C. MAIN DUTIES AND RESPONSIBILITIES

1. To manage the equipment loan scheme in line with departmental policy.

2. To demonstrate appropriate use of equipment and software to classes. Also to assist and advise students with individual and group projects, including during workshop sessions.
3. Assisting the senior technician with the macs, imaging, troubleshooting, security and maintenance and cleaning of equipment.
4. Maintain the department resource website and vimeo account.
5. Assist with the audio and visual equipment, rigging and operation of lighting for performing arts and college events.
6. Assist in the preparation of equipment and materials for lessons, and ensure that equipment is cleared away and stored in a safe and secure way.
7. Copying, editing and downloading of video and audio clips for both staff and students. Compiling and maintaining digital resources.
8. Ensuring safety and security in relation to the technical service to the departments, in accordance with college policy and government regulations.

D. EXPECTATIONS OF THE POST HOLDER

- Ensure that the college policy for equality and diversity of opportunity is adhered to and promoted in all aspects of the post holder's work.
- Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post, in keeping with the college's quality assurance procedures and systems.
- Undertake responsibilities for safeguarding and protecting the welfare of children and vulnerable adults
- Comply with and promote College Health and Safety policies and procedures and undertake recommended Health and Safety training as and when necessary.
- Undertake such other duties as are commensurate with the grade of the post, as may be reasonably required at the initial place of work or at other locations in the college.

N.B. This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

E. PERSON SPECIFICATION

Qualifications and Experience

1. Educated to A Level

Knowledge and Understanding

1. General audio/visual skills and working knowledge of Mac operating systems is required.
2. Knowledge of programmes in the Adobe Creative Suite, including Premiere Pro, After Effects and Photoshop
3. Understanding of the needs of 16-19 year old students

Skills and Abilities

1. Ability to organise and implement Media Department equipment loans and tracking system
2. Ability to support students with creative aspects of their production work
3. Ability to communicate effectively and work well with both staff and students
4. Ability to organise and schedule own work
5. Ability to work as part of a team in a college environment
6. Willingness to learn technical skills to carry out maintenance and repairs
7. Ability to demonstrate editing techniques, Photoshop and filming equipment to groups of students.
8. An understanding of, and a commitment to, the college's equal opportunities policy and an ability to contribute to the implementation of the policy through the duties of the post

When completing your application form and writing your supporting statement please make sure that you cover all the points in the Person Specification using each criterion as a separate heading.

