

Job Description

**Media Technician**

Job Title: Media Technician

Section: School of Health and Social Care and Creative Arts

Grade: Scale 4/5

Hours: 21.6 hours (3 days) per week, 52 weeks per year.

Working hours will be distributed across 3 days, anticipated to be Mondays, Tuesdays and Fridays – to be confirmed. Distribution of hours may be subject to change according to business need.

Reporting to: Head of School – Health and Social Care and Creative Arts

Base: Uxbridge

**MAIN SCOPE OF POST**

To support the Media Section of the College, working closely with staff and students. To support a variety of courses (Game design, Film & TV and Journalism). To support the running of live TV based workshops. To maintain all media equipment and to advise on replacement and new purchases.

**BACKGROUND**

The Media Section, based within the School of Health and Social Care and Creative Arts, offers a wide range of courses covering Graphics, Photography, Art & Design and Fashion. Staff and students in Media Studies work with colleagues in these other areas on a project-by-project basis the common facilities and creative environment of the School.

Students on all courses are required to undertake video editing assignments and to cut their own projects and stories. We have a mixture of Mac and PC labs. The students use Adobe cc creative package, Audacity, Auto Desk, Unity, Krita, Story boarder and other media related software.

**DUTIES**

1. **Curriculum Support duties**

* Lead workshops for students in both video and audio production work.
* Manage all media equipment and advise and consult on purchase of new and emerging media technologies and media related resources, as required.
* Review, liaise and recommend changes as necessary to ensure efficiency and best practice within the Media department.
* Administer logging and tracking systems of equipment usage and return.
* Support and train students in editing and dubbing using variety of media hardware and software.
* Contribute and support the Creative Studies School to sustain the highest levels of Learner Achievement.
* Ensure that all equipment is maintained according to the Health and Safety Regulations and that equipment is in good working order.
* Conduct servicing and repair of equipment and to ensure that equipment that cannot be repaired on site is sent away for repair.
* Assist at special events, such as Film Festival and Creative Week.
* Support and train students in our TV studio and sound booth

1. **Network Services**

* Responsible for First line support to end users on all Mac/PC related hardware and operating software issues, both networked and standalone within the department.
* Assist in the production of schools disaster recovery plans for all areas of responsibility.
* Liaise with college’s IT service to ensure a co-ordinated and planned IT service for the school
* Diagnose and repair faulty Mac and media equipment, where possible.

## 3. General Duties

* Take an active part in the appraisal and mentoring processes.
* Comply with all relevant Health & Safety Regulations and assist the College in the implementation of its own Health & Safety Policy and undertake Risk assessments within own area of work.
* Comply with and actively promote within their section the college’s Safeguarding/Prevent and Equal Opportunity Policies.
* Participate in and contribute to the College’s in-service and training activities.
* Participate in the College’s enrolment.
* Carry out other duties as may be reasonably required.

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| **Further Education is an ever changing service and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work. This job description will be reviewed annually during the appraisal process and will be varied in the light of the business needs of the College.** |

**Media Technician**

**Person Specification**

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|  | Essential | Desirable | How assessed?\* |
| Qualifications |  |  |  |
| Relevant industry qualification at minimum of level 4 (e.g. degree or HND IT/Media related technologies) | **** |  | AF/Cert |
| Microsoft or Netware Certified Professional |  | **** | AF/Cert |
| Knowledge, Skills and Experience |  |  |  |
| Experience with Adobe CC software | **** |  | AF/IV |
| Good working knowledge of Mac and windows operating systems | **** |  | AF/IV |
| Ability to troubleshoot and repair hardware and software faults to intermediate level | **** |  | AF/IV |
| Experience of maintaining inventories/tracking systems | **** |  | AF/IV |
| Experience of working in the media industry | **** |  | AF/IV |
| Ability to work effectively with young learners aged 16-19 | **** |  | AF/IV |
| Experience of working with Radio and Sound Suites |  | **** | AF/IV |
| Experience demonstrating new and emerging technology; software and appropriate media equipment |  | **** | AF/IV |
| Practical experience in maintenance and repair of electronic equipment (particularly IT, radio and TV) |  | **** | AF/IV |
| Knowledge of print production and DTP software |  | **** | AF/IV |
| Excellent communication skills, verbal and written | **** |  | AF/IV |
| Excellent organisational skills | **** |  | AF/IV |
| Excellent customer service skills | **** |  | AF/IV |
| Good standard of literacy and numeracy | **** |  | AF/T |
| Ability to work under pressure to deadlines and able to deal effectively with changing priorities | **** |  | AF/IV |
| Ability to work unsupervised and use own initiative | **** |  | AF/IV |
| Willingness to work flexibly when required | **** |  | AF/IV |
| Competencies *Support staff should be able to demonstrate competency in all of the following areas:*  Communication; Planning and Organising; Working Together  Customer Service; Adaptability/Flexibility | **** |  | AF/IV |

\*Evidence of criteria will be established from:

AF = Application Form

Cert = Certificates checked on induction

IV = Interview

T = Test (Micro-teach/Skills test)