



Job Description

Technician: Creative Media – Multi-Media Facilitator

Job Title:	Creative Media Technician: Multi-Media Facilitator
Grade:	Scale 5
Hours:	36 hours per week, 52 weeks per year
Reporting to:	Assistant Head of School/Head of School
Base:	Richmond

MAIN SCOPE OF POST

- To provide appropriate support to the work of students, lecturers and employers in the Creative Media Department. The postholder will assist with preparation of the TV/Film studio space and external spaces such as the auditorium, demonstration of techniques and maintenance of equipment in all our Creative Media areas, not limited to, but including working with employers on site to deliver professional standard weekly Podcasts, assist with the editing process, VFX/CGI set ups, live recordings in the theatre spaces and at special events, also assist in other areas of Creative Industries as necessary. They will supervise classes of learners in Active Learning Facilitator sessions in the teaching areas and in the event of short unplanned teacher absence.

DUTIES

- Support teaching staff and others in the TV/Film studio, auditorium and in media classrooms where needed, order resources for lessons, prepare materials and manage the workshops in accordance with Health and Safety guidelines.
- To clean, maintain and provide basic servicing to machinery, specialist equipment, cameras, lighting and Props used in the TV/Film studio.
- To assist with demonstrations of equipment and processes including filming, editing processes, Pre-Production, Production and Post-production techniques
- To undertake daily and weekly Health and Safety checks on machinery/equipment in the Creative Media department.

- To provide assistance and support to lecturers and students by attending particular classes and practical sessions.
- Supervise classes of learners in the teaching areas in the event of short unplanned teacher absence and to run ALF sessions with students.
- Provide active support to learners in studios/small groups/classes and cover classes where necessary.
- To support student project work and supervised workshop study sessions.
- Assist in the supervision of users and help to maintain discipline through active involvement with learners.
- To prepare materials for, and assist staff and students, with a range of creative media activities.
- To assist in supporting and supervising examinations, including preparation of work for external examiner's visits.
- To liaise with suppliers of materials and equipment to ascertain costings for equipment and services, and to ensure adequate stocks are kept of all appropriate consumable materials in the Creative Media Department.
- To maintain an inventory of all Creative Media related equipment. Keep accurate records of equipment loans to students and other departments.
- To keep stores and working areas orderly and tidy and carry out simple preventative maintenance on equipment.
- To assist in the design and construction of exhibitions and displays for department and College exhibitions, including those for public examinations.
- To assist in the College publicity programme.
- To assist during the enrolment and induction period
- To cover for other support staff in the Creative Media Department in the event of annual leave/sickness absence.
- To ensure that adequate safety measures with respect to hardware and personal workmanship are taken at all times as required by the Health and Safety at Work Act.
- To undertake any other duties which fall reasonably within the scope of the post, as decided by the Head of School.

- Take responsibility for the filing and storing of health and safety record keeping in the area.
- Take responsibility for resources relevant to the area.

OTHER

1. To comply with all relevant Health and Safety Regulations and assist the College in the implementation of its own Health and Safety Policy.
2. To comply with and actively promote the College's Equal Opportunities Policy.
3. To participate in and contribute to the College's in-service and training activities.
4. To take an active part in the appraisal and mentoring process and to engage in relevant Staff Training and Development as identified.
5. To carry out all other duties as may be reasonably required.

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. The job description will be reviewed annually during the appraisal process and will be varied in the light of the business needs of the College.

Person Specification

Technician: Art & Design

Qualifications	Essential	<i>Desirable</i>	<i>How assessed?*</i>
<ul style="list-style-type: none"> • Good general level of Education (GCSE or equivalent) 	✓		Cert/AF
<ul style="list-style-type: none"> • Qualification in Creative/Digital Media 	✓		Cert/AF
<ul style="list-style-type: none"> • Willing to undertake First Aid training and be a First Aider 	✓		Cert/AF
Knowledge, Skills and Experience			
<ul style="list-style-type: none"> • Practical experience in Creative Media, areas such as Podcast production and post production, studio and location filming, CGI/VFX work and editing. 	✓		AF/IV
<ul style="list-style-type: none"> • Experience of Podcast, camera and audio set up and use of equipment needed to fulfill these duties. 		✓	AF/IV
<ul style="list-style-type: none"> • Experience of using studio lighting, set equipment and working in an auditorium space and external shoots 		✓	AF/IV
<ul style="list-style-type: none"> • Good communication skills, written and verbal 	✓		AF/IV
<ul style="list-style-type: none"> • Ability to work effectively with students aged 16-19 	✓		AF/IV
<ul style="list-style-type: none"> • Experience of working in education (e.g. school, college) 		✓	AF/IV
<ul style="list-style-type: none"> • Good organisational skills 	✓		AF/IV
<ul style="list-style-type: none"> • Good interpersonal skills 	✓		IV
<ul style="list-style-type: none"> • Ability to work effectively as part of a team 	✓		AF/IV
<ul style="list-style-type: none"> • Understanding of Equality and Diversity and Safeguarding 	✓		IV
<ul style="list-style-type: none"> • Excellent IT skills 	✓		AF
Personal Attributes			
<ul style="list-style-type: none"> • Ability to work unsupervised and use own initiative 	✓		AF/IV
<ul style="list-style-type: none"> • Willingness to work flexibly 	✓		AF/IV
<ul style="list-style-type: none"> • Enthusiasm and interest in working with students in a creative environment 	✓		AF/IV

*Evidence of criteria will be established from:

AF = Application Form

IV = Interview

T = Test

Cert = Certificates checked on induction