

JOB DESCRIPTION

Job Title: Media and Film Technician

Line Manager: Head of Media and Film

Summary of Job

The Media and Film Technician is required to provide technical support for staff and students in the Department. This includes within areas of administration, operation, booking and maintenance of media/film equipment.

Responsibilities

- To liaise with the Head of Department on a regular basis
- To be responsible for supervising the issuing and return of equipment in the department including DSLR cameras, video cameras, Tascams, tripods etc. including chasing up any students who fail to return kit by the required dates and times.
- To be responsible for managing, maintaining and booking out the department's dedicated studio space.
- To be responsible for the organisation, storage, maintenance of media/film equipment.
- To maintain an up-to-date inventory of studio and department equipment.
- To help set up and prepare material and equipment for use in practical sessions.
- In collaboration with the Head of Department (and where appropriate the Divisional Director) to order equipment and supplies for the department. This will include researching and providing quotes for costings.
- To work under the supervision of the teacher to assist and guide students in the use of video and sound equipment including: editing techniques, sound mixing and recording, use of cameras. This may sometimes involve demonstration to a whole class.
- To work under the supervision of the teacher in assisting and guiding students in the operation of specialist software, including the troubleshooting of issues. This may sometimes involve demonstration to a whole class.
- Where appropriate, to support students outside of their lesson time with technical processes and equipment, including support in using the designated studio space.

- To provide technical support, where required, for BTEC/A Level exams and coursework submissions, abiding by the strict requirements of the College Examinations policies.
- To be responsible for the presentation and maintenance of displays within the Department, particularly within its teaching rooms, studio and adjoining corridor. This will include helping set up our varying promotional events.
- Where required, provide additional administrative assistance to the Department, including arranging trips, visits and external speakers.
- To assist with and attend whole College events if required, and to produce the presentation and technical support for our annual, departmental Oscars Ceremony in collaboration with the Photography technician.
- To undertake appropriate training and staff development as required for the post.
- To attend department meetings, staff meetings and INSET as required.
- To maintain high standards of health, safety and security in relation to the Creative Arts Division in accordance with College Policy. This will include maintaining records of health and safety checks and producing the annual risk assessment under the guidance of the Head of Department.
- To demonstrate an awareness and commitment to equality, diversity, inclusion and safeguarding.
- To undertake other tasks as reasonably requested by the Head of Department or Principal, from time to time.