



JOB DESCRIPTION

POST TITLE: FILM & MEDIA TECHNICIAN
POST NUMBER: WREQ3117
GRADE: HAY 10 SCALE

JOB PURPOSE

To provide technical support in the area of Film, Media and Media Arts to all students and staff within the Faculty of Creative Arts. This will include working with students on our degrees in Film and Lens based Media so a high degree of experience and knowledge in this area is important.

KEY TASKS/DUTIES

As a post-holder, you will be responsible to the Subject Area Manager for the following:

- To maintain and provide technical support for area/s of specialism, including testing and setting up equipment.
- To support students who wish to realise their creative outcomes within Film, Media and Media Arts.
- To plan and deliver induction programmes on safe use of equipment to ALL student cohorts working with Film & Media equipment.
- To supervise and demonstrate technical and practical skills to students and ensure the safe use of workshop equipment is adhered to.
- Deliver support & training in line with schemes of work, session plans, and employer overviews.
- To undertake servicing and maintenance of equipment within the Media facilities (i.e. TV Studio, Post Production suites), and to arrange repairs when required to ensure safe working practices are maintained.
- To prepare resource areas and teaching aids for staff.
- To fully support teaching in Film & Media Workshops to ensure learner opportunities are maximised.
- To supervise through collaboration with academic staff, the ordering and control of consumable materials and equipment as required by the area and maintain an inventory.

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- To abide by and work within the College Health and Safety Policy, carry out risk assessments and ensure students also work within the policy.
- To assist with internal and external activities such as open evenings, shows, screenings, exhibitions and performances.
- Complying with Information Security requirements, in line with Weston College policy.
- To undertake any other duties as required as are commensurate with the grade of the post and carry out other such duties relating to the use of the premises as may be necessary and required by the senior responsible officer of the College.

HEALTH AND SAFETY

All staff have a duty to maintain the safe and clean conditions of their workplace area and to co-operate with Weston College on matters of Health and Safety. This will include assisting with risk assessments and carrying out appropriate actions as required. Staff are required to refer to Weston College's Health and Safety Policies in respect to their specific duties and responsibilities.

STAFF DEVELOPMENT

All staff are required to participate fully in Weston College's staff development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

SUPERVISION RESPONSIBILITY

The post holder may be required to give technical instructions to students and other approved users in the specialist area/s.

SUPERVISION RECEIVED

Day to day supervision will be exercised by the appropriate Subject Area Manager. Overall the post holder is responsible to the Head of Faculty of Creative Arts.



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CONDITIONS OF SERVICE

The College standard Contract of Service for Support staff applies.

SALARY

Hay 10 Scale, Points 18-21: £18,696.00 - £20,835.00 per annum.

HOURS

Hours of attendance: Full-time, 37 hours per week.

Annual leave: 281.5 hours per annum, inclusive of statutory bank holidays and company closures.

The College reserves the right to direct up to 5 days of your annual year entitlement for efficiency purposes.

Weston College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Five GCSEs at grade 4 / C or above (or equivalent), including Mathematics and English. <i>All applicants must be able to provide evidence of a Level 2 Qualification in Mathematics and English, or be willing to undertake the qualification whilst in post.</i>	✓	
A National Diploma or equivalent Level 3 Qualification in Creative Arts.	✓	
Higher Education Qualification which is appropriate to the work.		✓
Up to date knowledge of Camera, Lighting, Video Editing Software, Mac based systems and other Media related equipment pertinent to Film Production skills workshop.	✓	
Relevant experience.	✓	
Highly motivated.	✓	
Excellent organisation skills.	✓	
Ability to work as part of a team.	✓	
Working knowledge of use of two or more of the following: <ul style="list-style-type: none"> • Cinematography; • Lighting for Film & Media Production; • Sound for Film; • Editing & Post Production; • TV Studio/ Multi Camera Production; • Media Arts - i.e. Installation, Interactive, Emerging formats. 		✓