JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Digital Media Technician</th>
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<tbody>
<tr>
<td>Department / Unit:</td>
<td>Drama &amp; Theatre</td>
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<td>Grade:</td>
<td>6</td>
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<tr>
<td>Accountable to:</td>
<td>Production Manager</td>
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The main responsibilities of the post are:

- To maintain an informed awareness of relevant current and emerging developments in Windows and Mac based computing systems and peripherals.

- To maintain an informed awareness of relevant current and emerging developments in video filming, editing and streaming.

- To maintain an informed awareness of relevant current and emerging developments in audio recording and editing.

- To manage current and future provision of the Department of Drama, Theatre and Dance (DT&D) digital media equipment located in performance venues and the Media Studio.

- Maintenance and management of all Departmental IT equipment and infrastructure, including network management, telephony systems and offering first- and second-line support to staff and students.

- Ensuring that all government law and college policy is upheld regarding data management, digital media and information security.

- Continually review content and design of the Departmental web site ensuring that this is current, accurate and representative of the varied output generated by the department.

- Liaison with the College’s IT department to ensure campus-wide initiatives are rolled out efficiently and promptly.

- In compliance with College guidelines, maintain the Department’s online presence via the department webpages and social media networks.

- To arrange, design and lead training sessions on the use of AV equipment and related software for students and staff. This will involve liaising with academic and technical staff to schedule sessions and write training materials and user guides to support
To manage special AV projects and distribute them either within the college or externally via the Department’s social media platforms. Special projects can be defined as video or audio recordings of student performances or archive files. However, special projects can take a variety of forms.

To support the AV aspects of all DT&D productions and events, including assessments of undergraduate and postgraduate course work and research projects.

To set up and operate, along with other technicians, AV equipment including projectors and assorted audio recording and playback equipment in the Department’s theatres and teaching spaces.

As part of the Technical Team to share responsibility for the security and lock up of the DT&D spaces and assist, when necessary, with the management, supervision, set up and breakdown of events, assessments and productions – this may not always involve digital media equipment exclusively.

To research and recommend multimedia purchases of software and hardware.

Maintain an ability to reflect on provision, foresee potential opportunities and threats and plan accordingly.

Maintain all DT&D digital equipment in an efficient, up to date and functioning capacity. Provide first line servicing and repair of AV and IT equipment (including college issued laptops and desk top computers)

Maintain stocks of IT and media consumables for teaching and performances. Management and responsibility of the department digital consumables and hardware purchasing budget in close consultation with the Production Manager.

Any other duties as required by the line manager or Head of Department that are commensurate with the grade.

As the needs of the College change so the above job profile, duties and location of the role within the College will be adjusted accordingly.

Nov 2017