



PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

Job Title: Production Resources Coordinator **Department: Media Arts**

	Essential	Desirable	Tested by (Application form, Interview, Test)
Knowledge, Education, Qualifications and Training			
A degree in a relevant practice-intensive arts subject offers insights into our students' learning and their operating context		x	Application/certificates
Vocational training and experience relevant to broadcast and professional film and video production	x		Application/certificates
Good general level of compulsory (advanced) education/training, with particular regard to literacy, numeracy, technology and creative arts	x		Application/certificates
Skills and/or Abilities			
Exceptional resource scheduling skills, including proactive forward planning, allocating specific technical resources for specialist requirements, resolving scheduling clashes and unplanned difficulties, all at a detailed level of operation.	x		Prepared set interview question
Excellent communication skills, both verbal and written, offering high quality advisory support to students and colleagues, enabling inexperienced users to understanding technical and operational concepts, offering choices when first option is unavailable, and respectfully dealing with students and staff with diverse cultural backgrounds.	x		Interview/ demonstration
Confident in operating and demonstrating broadcast and professional digital film production equipment.	x		Demonstration
Ability to work calmly and effectively when service queues are building and students feel under significant pressure in the context of their practical productions	x		Interview
Ability to use office IT systems (e.g. Microsoft Office) for correspondence, reports, spreadsheets, etc.,	x		Application
Physically capable of manual handling involving lifting, carrying, pushing and pulling location filming equipment, such as camera cases, lighting stands, track and dolly components, trolleys, etc.	x		Demonstration
Ability to organise and store equipment and accessories in a systematic, identifiable, safe, secure, and tidy manner, such that colleagues can also access items quickly and efficiently	x		Prepared set interview question
Ability to prepare and process purchase orders, track expenditure and provide accurate cash flow data in accordance with established procedures.	x		Interview
Understanding and applying the principles of health and safety management, including risk assessment, with particular regard to film location work and stores operations	x		Interview
Ability to service, calibrate and repair items of broadcast and professional equipment, including diagnosis of technical problems		x	Interview
Experience			
Substantial experience of working in a broadcast/professional location equipment hire or similar customer-facing operation	x		Application Form
Experience of using specialist computer applications for managing equipment stock [NB we use a bespoke equipment booking system, for which training will be given, but the operating principles will be common to many proprietary applications.]	x		Application Form
Other requirements			
Available to attend work between 9.00 - 17.00 hrs, weekdays, with occasional requirement to support special events taking place at weekends (such as Open Days) or evenings.	x		Application Form

Date: 12/12/2018