

JOB DESCRIPTION

Job Title:	Media Arts Technician
Department / Unit:	Media Arts
Grade:	RHUL 6
Accountable to:	Head of Production Facility
Accountable for:	n/a
Purpose of the Post	
To provide a range of support services for staff and students in the Department of Media Arts as a member of the Media Arts Centre technical team	
Key Tasks	
<p>The main responsibilities of the post are:</p> <ol style="list-style-type: none"> 1. To train students and staff in the operation and use of media production systems, including location recording equipment, professional software applications and television studio equipment. 2. To advise students on technical operations during the preparation of practical exercises and assessed projects. 3. To diagnose and resolve operational problems with software operating systems and applications, computer hardware and video production equipment. 4. To be proactive in keeping abreast of current developments in media production and in developing new skills which facilitate the continual improvement and development of the technical services. 5. To take a role in the promotion, presentation and branding of the department across events and media platforms as required. 6. To install new, replacement and upgraded hardware and software products. 7. To provide service support for location equipment loan, production facilities, AV presentations for departmental teaching areas and for special events. 8. To assist colleagues with installations, delivery and collection and set-up & breakdown of equipment, props and scenery to and from recording and exhibition venues, and to and from suppliers and sub-contracted services. 9. To comply with the Department's procedures with regard to health & safety and security when performing the above duties. 10. to take on active role in the administrative life of the department, taking on such duties as required by line manager and HoD 	

Technical and creative processes

The current range of creative applications supported in the Department includes Adobe Premiere, After Effects, Photoshop and other Creative Cloud applications, Final Cut Pro X, Logic Pro X and DaVinci Resolve.

Production processes supported include video and sound recording in the studio or on location (including selection of appropriate equipment, camera and microphone placement and operation, and lighting techniques), digital encoding, editing and post-production, image and sound manipulation, mastering/copying and exhibition.

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 Faculty of the College will be adjusted accordingly.