



## PERSON SPECIFICATION

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

**Job Title:** Media Arts Technician

**Department:** Media Arts

	Essential	Desirable	Tested by (Application form, Interview, Test)
<b>Qualifications and Training</b>			
HND/HNC or equivalent in a relevant media practice subject	X		Application Form
Relevant in-service training		X	Application Form
<b>Specific Skills, Experience and Knowledge</b>			
Some experience of undertaking research will offer useful insights in supporting the Department's research activities		X	Application Form
Significant experience of film production workflow, which will be either in an operational location film crew role, or in post production.	X		Application Form / CV/ production credits
Experience of providing training and advisory support, either in using professional post production applications, or location filming equipment	X		Application Form
Operational understanding of Mac OS, including system upgrades, installing applications, undertaking routine maintenance tasks, etc.	X		Application Form
Ability to apply systematic approaches to resolving or advising on technical and creative problems	X		Presentation / Interview
Specific experience of operating at least three of the following for business purposes: Adobe Premiere, Avid Media Composer, Adobe After Effects, Adobe Photoshop, DaVinci Resolve, Apple Final Cut Pro X, data wrangling, LAN/shared storage solutions, Microsoft Office, social media apps	X		Application Form / Presentation
Effective production safety and security processes, including risk assessment, manual handling, fire safety awareness, and using appropriate means of instruction	X		Interview
<b>Personal and Interpersonal Qualities</b>			
Ability to manage own time and tasks as well as proactively develop the services offered by the technical team	X		Interview
Effective communication skills, including enabling others to understand technical and operational concepts	X		Presentation
Keen to develop knowledge, learn new operational skills, especially with regard to changes in production methods and technologies, and share knowledge with others	X		Interview
Ability to listen to and understand service users' needs	X		Interview
Effective team player with a flexible attitude to changing requirements	X		Interview
Enthusiastic	X		Interview
<b>Capacity for Career Development</b>			
Expected to study and complete an appropriate teaching skills qualification. For example the College's InSTIL course	X		Interview
<b>Physical Requirements</b>			
Ability to undertake the duties associated with the role- in particular:			
Ability to monitor and fine-adjust audio and video signals to ensure optimum quality	X		Presentation
Ability to make safe use of access equipment when working at height to install and adjust equipment, scene elements or exhibits	X		Interview/ Question during tour
Ability to apply safe handling techniques when lifting and transporting equipment, props and scenery	X		interview/ Question during tour
Manual dexterity for operating keyboards, equipment controls	X		Presentation
<b>Circumstances</b>			
Availability to work during office hours with occasional need to work evening and weekend hours	X		Interview
Can work both at Bedford Square site, central London, usually on Fridays to support our postgraduate courses, and Egham campus on other days, subject to operational variation.	X		Application Form
Current clean UK driving licence		X	Application Form