



JOB DESCRIPTION

Job Title:	Production Resources Coordinator
Department / Unit:	Media Arts
Job type	Full-Time, Permanent
Grade:	RHUL 6
Accountable to:	Head of Production Facility
Accountable for:	None
Purpose of the Post	
To provide operational, advisory and technical support to students and staff using the Department's location filming equipment, and use exceptional organisational skills to plan the logistics and strategies of handling multiple productions schedules and practical classes, all at the same time	
Key Tasks	
<p>Managing equipment bookings for all student film projects, personal projects, practical classes and post-production facilities. Similarly, managing all room bookings and additional spaces for each practical course timetable, filming location and student request. This includes liaising with the Department Manager and academic staff in order to create realistic course timetables and production schedules; taking into consideration prescribed course requirements, operational needs, students' requests and available resources using the department's bespoke scheduling software.</p>	
<p>Handling and maintaining a prompt response to all bookings, enquiries and advice requested over multiple email accounts, phone line and through the walk-in service the Equipment Store provides. This includes recommending suitable items for different practical applications and providing advice to staff and students on safe working methods.</p>	
<p>Providing operational advice and one-to-one sessions to assist students and staff with filming equipment. This includes recommending suitable items for different practical applications and advising on safe working methods.</p>	
<p>Overseeing approvals of compulsory production documents, such as Risk Assessments, call sheets, reces, release forms – providing feedback and advice as required. This includes co-hosting training classes for the Production Buddy risk assessment system; teaching students how to complete Risk Assessments correctly, and providing one-on-one feedback to submissions throughout the year.</p>	

Running safe and secure procedures for storing and operating equipment, in line with Health and Safety regulations, such as Manual Handling and Risk Assessments. This includes preparing all requested kits for collection, issuing printed loan agreements, managing loan records on file, processing all returns, checking for missing components, testing kit for fault/damage, fixing items and liaising with suppliers or manufacturers regarding repairs and replacements when necessary.

Co-managing the Media Arts Department social media pages; creating image and video content and written text in order to create an exciting outreach for the University; creating a strong dialogue, relationship and engagement with students, prospective students and external creative companies alike.

Handling Media Arts Technical department spends via the University's finance system; liaising with suppliers, creating purchase orders, maintaining records and filing invoices. Additionally, managing cash flow income and records in Media Arts Store in close liaison with Senior Faculty Administrator. This includes purchase of consumables, student fines and service repairs/recovery.

- Other duties:
- Inputting system data regarding student training completion, test results and the University's Passport Point award scheme.
 - Training new members of staff on the workflow of the Store, as well as on the bespoke booking system for both equipment and rooms, and the Risk Assessment host, Production Buddy.
 - Assist the Technical Team/Media Arts Department wherever necessary; such as building sets in the TV Studio, setting up kits in classrooms and providing departmental tours for prospective students.
 - Supporting the University with NSS equipment, and inputting ideas for new strategies to increase survey completion and rates throughout the academic year.
 - Occasionally attending work on some Saturdays to facilitate with University Open Days and Applicant Visit Days; in order to promote the department and University as a whole.

Other Duties

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

Internal and external relationships

- The following list is not exhaustive but the post holder will be required to liaise with:
- Head of Production Facility
 - Media Arts Centre and StoryFutures technical staff
 - Media Arts academic staff, particularly practice teaching staff and VTs
 - Department Manager and the Media Arts admin team
 - Media Arts students at all levels
 - Other College agencies, particularly in Professional Services