



JOB DESCRIPTION

Job Title:	Media Arts Technician
Department / Unit:	Media Arts
Job type	Technical
Grade:	Grade 6
Accountable to:	Head of Production Facility
Accountable for:	None
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 Resource Support technical team. This includes the supervision of practical workshops and day to day technical support of student film making.	
Key Tasks	
To train students in the operation and use of media production systems through timetabled workshops, including location recording equipment, professional postproduction software applications, game engines, digital sculpting and television/virtual production studio equipment.	
To advise students on technical operations during the preparation of practical exercises and assessed projects.	
To diagnose and resolve operational problems with software operating systems and applications, computer hardware and video production equipment.	
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.	
To take a role in the promotion, presentation, and branding of the department across events and media platforms as required.	

To install new, replacement and upgraded hardware and software products.

To provide service support for location equipment loan, production facilities, AV presentations for departmental teaching areas and for special events.

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.

To comply with the Department's procedures regarding health & safety and security when performing the above duties.

To take on active role in the administrative life of the department, taking on such duties as required by line manager and HoD

Other duties:

- Inputting system data regarding student training completion, test results.
- Using the bespoke booking system for both equipment and rooms, and monitoring 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.
- Occasionally attending work on some Saturdays to facilitate with University Open Days and Applicant Visit Days; to promote the department and University as a whole.

The current range of creative applications supported in the Department includes Unreal Engine, Unity, Zbrush, Maya, Cinema 4D, Adobe Premiere, After Effects, Photoshop and other Creative Cloud applications, Avid Media Composer, Pro Tools, Final Cut Pro X, Logic Pro X, Reaper 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), game engines, digital sculpting, digital encoding, editing and post-production, colour grading, sound manipulation, 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.

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 their 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 Resources Support and StoryFutures technical staff
- Media Arts academic staff, particularly practice teaching staff and Visiting Tutors
- Department Manager and the Media Arts admin team
- Media Arts students at all levels
- Other College agencies, particularly in Professional Services