

Job Description

Department	Creative Services Performing Arts Department
Post	Creative Multi-Media Technician (Expressive and Performing Arts)
Hours	Up to full time (37 hours per week), flexible - term time only
Hours and distribution	As a guide: standard working week = Mon-Thursday 8.30am-4.30pm & Friday 8.30am-4.00pm, however flexibility will be required at particular points in the year to meet department and cross-college needs.
Responsible to	Reporting to: Library Services Manager Accountable to: the appropriate subject leader (e.g. Head of Music, Head of Music Technology, Head of Performing Arts and Head of Dance)

Key Purpose

To provide technical and creative support for expressive and performance based arts subjects. To provide technical support and provide creative input to content creation for college events and promotional materials.	
1	Providing first-line technical and creative support for expressive and performance-based arts (e.g. Performing Arts, Theatre Studies, Music, Music Technology and Dance).
2	Providing scheduled cover for the Creative Multi-Media Technician (Media based subjects) in support of technical and creative requirements for subjects or other cross-college requirements.
3	Supporting students and staff in their use and development of creative media technologies.
4	Delivering creative content and multi-media service set-ups in support of curriculum and cross-college needs.

Duties and Areas of Responsibility

Curriculum Support	
1	Providing daily technical and creative support for a range of performance and expressive arts' subjects.
2	Providing scheduled technical support cover as required for the Creative Multi-Media Technician (Media based subjects) in support of technical and creative requirements for subjects or other related cross-college requirements.
3	Demonstrating a variety of equipment, software and materials to student and staff with particular regard to safety, and technical advice.
4	Assisting with the instruction and supervision of students on technical aspects during practical, project work and assessments or through one-to-one technical support.
5	Maintaining on call support for the MTEC Suite recording studio including installs, updating and troubleshooting hardware and software problems.
6	Supporting students through provision of an induction in to the MTEC recording studio and helping them to set up and record.
7	Supporting classroom equipment set-up requirements.
8	Supporting coursework, in particular stage performance technical set-up requirements and examination technical requirements.
9	Supporting equipment loan, deployment, use and maintenance (including upkeep of licenses and warranties).

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Multi-Media Services	
1	Attending and supporting the technical needs of college's extra-curricular activities such as the assembly programme and general college events (e.g. liaising with colleagues beforehand, setting-up, running and taking down of equipment, media for backing tracks, monitoring of sound and lighting).
2	Assisting colleagues with the technical issues of using video equipment, filming, downloading and editing music and videos for such events as college assemblies or curriculum content requirements.
3	Prepare video files ready to upload to the college network or cloud.
4	Maintaining consumables stocks in support of multi-media services.
5	Providing training and support to users on multi-media and AV facilities including the production of help and user guides and information.
6	Developing good working relationships with staff and students in the interest of effective media systems and equipment.
7	Utilising college's display system and screens in order to maximise its potential and support Developments.
Creative Content Production	
1	Producing creative content for college applications, such as the website.
2	Filming and editing performance work and college events across the year to include sound editing.
3	Purchasing, downloading and editing sound effects and music for performance work and cross-college work when required.
Budgets & Resources	
1	Identifying resource needs, making recommendations for hardware and software purchase and ensuring the most cost-effective use of budgets.
2	Complying with all financial procedures, particularly in relation to ordering processes.
3	Unpacking deliveries and undertaking installation requirements.
4	Ensuring equipment, other resources and records are maintained in good working order and accounted for, to include deployment and loans and the undertaking of regular maintenance routines, with faults/problems rectified, liaising with others as needed.
Environment and Facilities	
1	Maintaining a clean, healthy, safe working environment by consulting with Facilities staff and complying with appropriate legislation or college policies/procedures.
General (including Personnel & Relationships)	
1	Working effectively with the Creative Multi-Media Technician (Media based Subjects) and Creative Services team to ensure an effective service, operating timetable and duty rotas.
2	Supporting performance management procedures and being an active participant in appraisal.
3	Engaging in continuing professional development by arranging and delivering training to colleagues or by attending relevant meetings and training sessions, within college or externally.
4	Ensuring awareness and implementation of relevant legislation and college policies, including those relating to health and safety, equal opportunities and copyright.
5	Ensuring all service policies and procedures are documented, clear and up-to-date.
Other	
Any other responsibilities appropriate to the position.	

Job Description

The duties are indicative of the requirements of the post. It is college policy that roles and responsibilities are reviewed on a regular basis leading to possible modifications where appropriate.

The above job description was agreed:

Name of the Post holder:	
Sign:	Date:
Name of Line Manager:	
Sign:	Date: