

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Digital Moving Image Specialist Technician	Salary: £36,532 - £44,865
Contract Length: Permanent	Hours/FTE: 35 hours/week, 1.0 FTE
Grade: 4	Location: Elephant and Castle
Accountable to: Technical Coordinator: Film, TV & Sound	College/Service: London College of Communication

Purpose of Role:

To provide professional expertise in the specialist area of Digital Video Camera Operation for Film, Television and Documentary Production. To train students in the expert use of cameras and lighting. To support filming activities in all the College's production studios. To provide specialist knowledge and advice as part of the Film & TV Technical team.

To provide support to student learning, informal and formal training and instruction, and the development of proficiency with highly specialist techniques, production methods and technology. To work as part of the Film & TV technical team in supporting the creative use of college equipment.

A requirement of the role will be to occasionally support the evening activities of the Screen School.

- Duties and Responsibilities**
- To work as part of the Film & TV technical team to provide specialist technical support to students in the areas of studio camera work and cinematography. Introducing students to cameras, lights and studio industry techniques and practices, ensuring that students are trained in the safe and functional use of digital video cameras and lighting in film, television and documentary production. This will include providing expert advice and workshops in the use of camera equipment, including consumer and prosumer cameras with fixed and interchangeable lenses.
 - To train students in safe and effective use of camera, lighting and grip equipment, to add support to the induction process, training and supervision of students using College location and studio based camera equipment. This will primarily involve tuition on equipment such as cameras, lenses, lighting and grip equipment.
 - To work with academic teams across the Screen School to plan and facilitate camera and lighting inductions for students across all years. This will include running basic camera inductions and specialist cinematography workshops. You will also work in our Film & TV studios, control rooms and studio floor to record live multi camera television programmes. An operational understanding of the Newtek Vision mixer or other vision mixers would be an advantage but not essential.
 - To work as part of the Film & TV team and with other technical staff and academic teams in the allocation and use of location camera equipment for film and studio-based projects.
 - To contribute expertise and knowledge to specific course teams in the area of film, television, live events and documentary film production, with the planning and development of the programme area, including curriculum development, research and commercial activities.
 - To provide feedback to Course Leaders and Technical Coordinators regarding service levels and student requirements in camera workflows, codecs, editing, postproduction and screening. To ensure appropriate adaptations are made and contribute to the revision of standards of service delivery.
 - Leading software and equipment inductions, workshops and overseeing technical demonstrations.

Advising students in directed learning and assisting students and staff in postproduction workflows.

- To supervise learning activities, providing expert guidance and advice to students in the area of safe use of digital film cameras and cinematography. Helping students to identify and supply appropriate techniques, processes, materials, resources and equipment to meet learning outcomes.
- To provide formal or informal sessions to students that may include one of, demonstration, instruction with a process/technique, coaching with the development and proficiency of a particular skill, technique or process in relation to the use of video cameras.
- To provide feedback to students and contribute input to student concept and expressive/creative intention in relation to agreed course learning outcomes.
- To contribute to the delivery of student shows and College events where moving image is involved. This may include occasional evening and weekend work to support the live capture and streaming of events and lectures.
- To demonstrate a high level of independent responsibility for the diagnosis and resolution of problems and creative/artistic challenges encountered with the execution of that work.
- To contribute to the maintenance of camera, lighting and grip equipment housed in the Kit Room and Film & TV studios. Carrying out risk assessments and keeping appropriate records with regard to equipment, stock lists, ordering of stock, equipment and consumables; servicing and repair of equipment reporting to the Technical Coordinator.
- To provide professional guidance and advice to the Technical Coordinator, and assist with the commissioning of new equipment including the delivery and installations of equipment.
- To be involved with the design, production and development of appropriate teaching and learning materials and online resources, including video tutorials, to suit own specific areas of specialist activity and service delivery.

General

- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University
- To undertake health and safety duties and responsibilities appropriate to the role
- To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work
- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities
- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness
- To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations

Key Working Relationships:

- Head of Technical Resources
- Technical Manager
- Technical Coordinator
- Technical Staff
- Suppliers and Industry Partners

Specific Management Responsibilities

Budgets: Access to Film & TV Technical budget

Staff: None

Other: Immediate working environment

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Grade 4

Person Specification

A requirement of the role will be to occasionally support the evening activities of the Screen School.

Specialist Knowledge/ Qualifications	<ul style="list-style-type: none">• Degree qualification or equivalent, in a relevant specialism such as TV Production, Film Making, and Media Production• Excellent knowledge of Digital Video and Digital Still Cameras used for Video Production, including menu operation and relevant accessories, monitors, rigs.• Good knowledge of video camera functions for highly specialist use.• Excellent working knowledge of digital video cameras for production and broadcast use; cameras such as the Sony FX range, Canon Cinema EOS range, Arri Alexa/Alexa Mini, Blackmagic, Panasonic broadcast cameras and camcorders.• Knowledge of Health & Safety matters in relation to studio equipment and studio safe operating practices including the creation of risk assessments, COSHH documents and adhering to safety practice regulations as and where appropriate.
Relevant Experience	<ul style="list-style-type: none">• Experience of teaching and or demonstrating studio equipment and techniques related to use of digital video cameras, light and grip equipment.• Industry based experience of lighting for Film and Television, including safe use of studio and electrical lighting kits and grip equipment.• Experience of multi camera recording and streaming
Communication Skills	Communicates effectively orally, in writing and/or using visual media.
Leadership and Management	Motivates within a team effectively, setting clear objectives to manage performance
Research, Teaching and Learning	Uses effective teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity
Professional Practice	Contributes to advancing professional practice/research or scholarly activity in own area of specialism
Planning and Managing Resources	Plans, prioritises and organises work to achieve objectives on time

Teamwork	Works collaboratively in a team and where appropriate across or with different professional groups.
Student Experience or Customer Service	Builds and maintains positive relationships with students or customers
Creativity, Innovation and Problem Solving	Uses initiative or creativity to resolve problems

HERA Ref - SICOM Tech 2b

The application form sets out a number of competence questions related to some of the following selection criteria. Shortlisting will be based on your responses to these questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria