

Job Title Motion Graphics Support Technician	Salary £28,839-£35,205
Contract Length Permanent	Hours/FTE 35
Grade 3	Location Elephant & Castle
Accountable to Technical Coordinator Creative Technology and Motion Graphics	College/Service London College of Communication
<p>Purpose of Role</p> <p>To provide technical advice and software support within the Motion Graphics technical area at the London College of Communication.</p> <p>To support students from across the college, and in particular those from the Moving Image and Digital Arts programme (BA Animation, MA Animation, BA Games Design, MA Games Design, MA Virtual Reality, MA 3D Computer Animation and MA Visual Effects).</p> <p>To provide assistance, support and advice concerning the use and maintenance of specialist technical equipment throughout the Creative Technology and Motion Graphics technical strand.</p>	
<p>Duties and Responsibilities</p> <ul style="list-style-type: none"> To contribute, as a member of the Creative Technology and Motion Graphics technical team, to the delivery of technical support, collaborating with team members and working on key priorities as identified with the Technical Coordinator and Specialist Technicians. To undertake the daily preparation of specialist computing facilities and technical spaces to ensure that they are accessible and maintained in safe and effective working order, ensuring compliance with health and safety requirements and risk assessments. To ensure that computer suites and other technical spaces are maintained and available for college needs when necessary. To advise the Technical Coordinator on the procurement of new IT hardware and software. To provide assistance and advice to students within own levels of expertise, escalating queries to senior colleagues where required and reporting complaints where necessary. To assist with the successful operation of booking systems for equipment, spaces and other resources. To contribute to the delivery of exhibitions and events within the college, including: <ul style="list-style-type: none"> assisting with the preparation and setup of supported projects for exhibitions; assisting with the securing of technical equipment used in shows; assisting with the subsequent dismantling and tidy-up; providing technical support and assistance with equipment for other events (e.g. open days, hosted meet-ups) where needed. To develop expertise with the use of specialist software, equipment and practices, acquiring skills and knowledge by learning from team members, self-directed learning or attending internal or external training courses where deemed relevant. To keep up-to-date with new and developing technologies and practices by carrying out simple investigations, sourcing information, reading relevant online or printed literature. To assist team members with the selection and introduction of new processes and developments in response to the changing needs of the Moving Image and Digital Arts programme. To carry out basic and routine maintenance procedures with guidance from more senior 	

team members.

- To perform routine housekeeping activities to ensure that all work areas remain in a safe, orderly and hygienic condition.

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 Resources Manager
- Technical Coordinator – Creative Technology and Motion Graphics
- Team members
- Technical staff
- Course staff
- University and College staff
- Suppliers and industry partners

Specific Management Responsibilities**Budgets**

Access to Creative Technology Lab and Extended Reality Lab budgets.

Staff

None

Other

Shared responsibility for safety of users and security of equipment in the immediate working environment.

Signed: Christopher Purday
Head of Technical Resources
Recruiting Manager

Date of last review: 13 July 2018

Person Specification	
Specialist Knowledge/Qualifications	<p>Undergraduate degree in a relevant field, such as:</p> <ul style="list-style-type: none">• Animation• Digital Arts• Photography• Computational Arts• 3D Computer Animation• Games Design• Creative Computing <p>Skills essential to the role include:</p> <ul style="list-style-type: none">• Understanding of digital arts software, such as After Effects, Premiere Pro, Photoshop, and Illustrator.• Understanding of specialist software, such as Nuke, Maya, or Cinema 4D.
Relevant Experience	<p>Experience of working within higher education or within an industry relating to animation, 3D computer animation, 3D modelling or visual effects.</p> <p>Experience of working in Windows and macOS.</p>
Communication Skills	Communicates effectively orally, in writing and/or using visual media.
Planning and Managing Resources	Effectively plans, prioritises and organises work to achieve objectives or projects on time.
Teamwork	Works collaboratively in a team and where appropriate across or with different professional groups.
Student Experience or Customer Service	Makes a significant contribution to improving the student or customer experience to promote an inclusive environment for students, colleagues or customers.
Creativity, Innovation and Problem Solving	Identifies innovative and creative solutions to resolve problems.

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.