Job Title Post Production Specialist Technician	**Salary** £35,468 - £43,558
Contract Length Permanent	**Hours/FTE** 35
Grade 4	**Location** Elephant & Castle
Accountable to Technical Coordinator – Moving Image & Sound	**College/Service** London College of Communication

Purpose of Role

- To provide professional expertise, guidance and advice in the area of film & tv postproduction – offline and online editing, colour grading, finishing and associated workflows, and contribute to the delivery of academic and technical activities within the College.

- To provide support for student learning, informal and formal training and instruction, and the development of proficiency with postproduction and relevant software, hardware, tools, workflows and methodologies.

- To contribute critical input to student concept and expressive/creative intention, including giving feedback to students.

- To contribute to student formative assessments, with reference to appropriate learning outcomes of the course or project

Duties and Responsibilities

- To provide support and guidance in the use of postproduction, offline and online editing, colour grading, motion graphics, effects, sound and finishing workflows, including the use of software, hardware, network and cloud eco systems.

- To support students in understanding the use of camera to finishing workflows and best practices to realise film and tv projects and solve complex problems using digital tools.

- To support students in producing films, videos and other screen based outputs, including immersive filmmaking and virtual volume workflows.

- To support students in the use of tools and techniques related to filmmaking and postproduction, including but not limited to:

  o Capture and ingest

  o Proxy workflow and offline editing

  o Colour grading and finishing

  o Sound editing, effects and motion graphics

  o Finishing and delivery – A good understanding of the whole post production pipeline and cross discipline delivery formats and broadcast standards

  o IP based workflows

  o Operating edit suites and associated hardware – edit and grading consoles, advising on correct computer and graphics hardware, monitor calibration, troubleshooting hardware and software problems

  o Good working knowledge of lighting, camera work and sound.

- To take responsibility for the daily running of the Post Production technical area, including:

  o being available in the areas to assist with student queries;

  o directing students to appropriate resources or other staff members;

  o overseeing timetabling for bookable areas and loans of specialist equipment;

-       o   working with academic staff and students in classrooms where appropriate

- To contribute, as a technical team member, to the planning and development of the Post Production technical area, the identification of learning outcomes, including curriculum development, research and commercial activities.

- To contribute and collaborate with technical team members as required to ensure the key priorities and levels of service are met successfully, compliance with Health and Safety, maintenance and repairs of equipment, liaising with team members, Technical Coordinator and/or Technical Manager.

- To provide feedback to Course Leaders, Technical Coordinators and/or Technical Managers regarding service levels and student requirements to ensure appropriate adaptations are made and contribute to the revision of standards of service delivery.

- To work at an agreed level within the terms of the glossary of key terms (describing T & L relationships between Technicians and students).

- To contribute to planning, development and delivery of learning activities supporting student learning and research, liaising with Course Leaders and other academic staff informally and formally in Course meetings.

- To deliver and supervise learning activities in the area of physical computing, electronics and programming, providing expert guidance and advice to students, helping students to identify appropriate techniques, technologies and workflows, and providing access to materials, resources and equipment to support learning outcomes.

- To provide formal or informal sessions to students that may include demonstration, instruction with a process/technique and coaching with the development and proficiency of a particular skill, technique or process, in formats such as:
    - o   project-led one-to-one student support;
    - o   structured workshops delivered to student groups;
    - o   informal tutorial sessions with student groups;
    - o   inductions into software, equipment and processes for students using the Post Production technical area.

- To provide detailed feedback to students and contribute critical input to student concept and expressive/creative intention in relation to agreed Course Learning Outcomes.

- To contribute to the project planning and delivery of exhibitions and events within the College including:
    - o   assisting with setup and testing of supported projects for exhibitions;
    - o   liaising with academics, students and events teams regarding technical requirements, availability of equipment and health & safety considerations for shows and other events;
    - o   providing technical support and assistance with equipment for other events (e.g. open days, hosted meet-ups) where needed;
    - o   supporting students with the documentation of projects for online/virtual showcases.

- 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 carry out detailed and extensive research to support the ability to diagnose and resolve problems of a highly technical, complicated nature, that involves testing and debugging scenarios and processes to lead to the successful design and achievement of intended learning outcome/execution of work.

- To take responsibility for and oversee the day to day operation of specified facilities, liaising Technical Coordinator and/or Technical Manager, and ensure the safe use of equipment and

facilities.

- To undertake frontline maintenance and repairs liaising with suppliers and contractors to meet statutory and recognised professional procedures and guidelines, as agreed with Technical Coordinator and/or Technical Manager.

- To liaise internally and externally with professionals and recognised practitioners and artists, attend conferences and exhibitions to share and develop ideas, knowledge and expertise that can be translated to support academic and technical learning and research activities.

- To take responsibility for the maintenance of inventories, carrying out risk assessments and appropriate records with regard to equipment, stock lists, ordering of stock, equipment and consumables; servicing and repair of equipment reporting to the Technical Coordinator and/or Technical Manager.

- To provide professional guidance and advice to Technical Coordinator and/or Technical Manager, 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, including online and digital resources, to suit own specific areas of specialist activity and service delivery.

- 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 – Screen School

- Technical Coordinator – Moving Image & Sound

- Film & TV team members and wider Screen School technicians

- Technical staff

- Course staff

- Suppliers and industry partners

Specific Management Responsibilities

Budgets
Access to Post Production budget

Staff
None

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

HERA Ref: SICOM Tech 2b

Signed: Marco Eastwood
(Recruiting Manager)

Date of last review: 4 August 2022

Job Title: Post Production Specialist Technician **Grade: 4**

Person Specification	
Specialist Knowledge/ Qualifications	Postgraduate or undergraduate degree in a relevant field OR equivalent experience. Relevant qualifications include but are not limited to: • Film Production / Film Practice / Film Studies • TV Production • Editing / Post Production • Colour Grading & Finishing • Cinematography Equivalent experience may be demonstrated via a portfolio of work and/ or 1+ years in a relevant industry including but not limited to: • Post production • Colour grading & finishing • Visual effects • Film production • Television production Skills essential to the role include: • Good working knowledge of tools, workflows and practices in post production • Demonstrable knowledge of editing skills, colour grading & finishing techniques. • Good working knowledge of film and TV production workflows, camera types, media, formats, software, hardware and film & broadcasting standards. • Good understanding of health and safety and risk management in the workplace and studio environments.
Relevant Experience	Experience of teaching and/or demonstrating techniques related to **postproduction** – capture and ingest, transcoding, editing, colour grading, finishing and delivery. IP workflows, software and hardware. Experience of working in Windows and macOS platforms. Working knowledge of using the following software: • Premiere Pro • Avid Media Composer • DaVinci Resolve • Edit Ready • After Effects • Adobe CC

	Desirable, but not essential:
	   • Baselight
	   • Smoke
	   • *Nuke*
	   • *3D Applications (Blender, C4D, Houdini)*
	
	Understanding of:
	   • Movie Magic
	   • Farmer's Wife / Studio Binder
	   • Celtx
	   • Chrono Sync or similar
	
	Experience/understanding in any of the following areas would be desirable, but not essential:
	   • IP workflows
	   • Elements and ParSec or similar
	   • DaVinci Resolve and Tangent Panels
	   • Slate & Blackboard for Baselight
	   • Capture and I/O cards
	   • Cine film transfer

Communication Skills	Communicates effectively orally, in writing and/or using visual media. Able to explain complex technical concepts to a diverse audience in an inclusive and accessible way.
Research, Teaching and Learning	Uses effective teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity.
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.

HERA Ref: SICOM Tech 2b

Signed: Marco Eastwood   Date of last review: 4 August 2022
(Recruiting Manager)