

Job Description

Job Title	Technician (Filmmaking & Creative Technologies)
Salary Scale	LIPA Scale 5
Responsible To	Technical Services Manager
Responsible For	N/A
Number in Post	1
Date Drafted	June 2024

Job Purpose

Responsible for the supervision, maintenance and booking of Filmmaking & Creative Technologies equipment, Acting (Screen & Digital) equipment and Technical Services streaming equipment and setup.

To co-ordinate the administration and operational oversight for film production both on and off campus and to assist the Technical Manager in supporting curriculum delivery across the Institute along with providing bookings and events for both staff and students.

Major Tasks

1. Ensure adequate arrangements exist for the storage, distribution and maintenance of Filmmaking & Creative Technologies and Acting (Screen & Digital) equipment.
2. Provide first-line technical support and ensure the smooth processing of equipment booking requests generated from the Institute's booking system.
3. Maintain a safe and secure environment with respect to Filmmaking & Creative Technologies equipment, Acting (Screen & Digital) and live streaming.
4. Support students and staff in achieving their learning goals and enhance departmental communication.
5. Provide support for major LIPA events (open days / guest speakers etc.).
6. Assist with budget preparations and the ordering of equipment.

7. Undertake duties common to all technical staff of the Institute, including streaming services and distribution of technical equipment in the technical services counter.

Job Activities

Major Task 1: Storage, Distribution and Maintenance of Equipment.

1. Ensure equipment and materials are stored in a safe, secure and tidy manner.
2. Ensure equipment and materials are itemised and recorded in accordance with Institute's stock control procedures.
3. Be responsible for the maintenance of a schedule of planned activities to ensure equipment is available to meet the demands of the curriculum, utilising Siso Smarthub, the Institutional resource management system.
4. Be responsible for the co-ordination and allocation of Filmmaking & Creative Technologies equipment and Acting (Screen & Digital), to teaching areas in accordance with staff requests.
5. Facilitate equipment issues and returns in accordance with the Institute's policy and Financial Regulations.
6. Undertake first line maintenance, repair and fault finding of equipment.
7. Ensure equipment and installations are serviced and maintained in accordance with manufacturer recommendations, and therefore available for use on a daily basis.

Major Task 2: Provide first-line technical support and ensure the smooth processing of equipment booking requests.

1. Provide ad-hoc demonstrations of Filmmaking equipment and software to students, working in conjunction with teaching staff delivering Filmmaking modules.
2. Provide support for Filmmaking productions including (but not limited to) camera, lighting, sound, network, and Motion Capture/VR equipment and a variety of non-linear postproduction facilities.
3. Provide support for Filmmaking and events taking place across the institute which incorporate fibre optic and network/NDI based systems and asset management and NAS systems.
4. Be responsible for the booking of Filmmaking & Creative Technologies and Acting (Screen & Digital) equipment for teaching, productions and other events across the Institute.
5. Ensure the timely processing of ad-hoc booking requests generated by staff and students to enable them to make equipment bookings across the Institute.

6. Staff the Technical Services counter on a rota basis with other members of the Technical Services team.
7. Provide bespoke technical equipment support to staff and students.
8. Coordinate with students and staff regarding the use of Filmmaking & Creative Technologies facilities, including integration within the curriculum, timetable, other courses' needs.
9. Coordinate time within facilities to allow for the load-in and load-out of Filmmaking equipment.
10. Coordinate the needs of film production in terms of set build/temporary structures in accordance with the need of the production.
11. Assist Filmmaking & Creative Technologies teaching staff with the planning of off campus film productions and outside broadcasts.

Major Task 3: Maintain a safe and secure environment with respect to Filmmaking & Creative Technologies equipment, Acting (Screen & Digital) and live streaming.

1. Ensure that the Institute's Health and Safety policy / procedures are implemented within areas of responsibility.
2. Ensure work areas are always kept in a clean and tidy manner.
3. Maintain adequate levels of security for Institute property.
4. Assist Filmmaking & Creative Technologies and Acting (Screen & Digital) teaching staff with the assessment of risk of off campus film productions.

Major Task 4: Support students and staff in achieving their learning goals and enhance departmental communication.

1. Provide bespoke advice and assistance for students and staff relevant to the subject.
2. Have knowledge of the relevant subject/module areas to provide and advise on suitable solutions for film productions on and off campus.
3. Carry out technical demonstrations under the guidance of teaching staff.
4. Prepare technical facilities for teaching staff as required.
5. Ensure the LIPA Technical Services Hub site is kept up to date and relevant, working with other members of the team to upload and maintain content.
6. Assist Filmmaking & Creative Technologies and Acting teaching staff with coordination and support of film productions both on and off campus, including communications with local authority where needed.

Major Task 5: Provide support for major LIPA events (open days / guest speakers etc.).
<ol style="list-style-type: none"> 1. Provide technical support, including video/digital recording support to significant Institutional events. 2. Assist with internet streaming of live events, such as Open Days and other significant events.
Major Task 6: Assist with budget preparations and the ordering of equipment.
<ol style="list-style-type: none"> 1. Assist with ordering materials and equipment as directed. 2. Assist in the preparation of annual estimates and budgets for equipment. 3. Assist with the delivery of equipment and the reconciliation of deliveries to goods received notes. 4. Process expenses claims from students working on Filmmaking & Creative Technologies projects and assessments, working alongside the Finance department and relevant budget holders. 5. Report to the Head of Filmmaking & Creative Technologies and Technical Services Manager regarding the ongoing costs of film productions both on and off campus.
Major Task 7: Undertake duties common to all LIPA Technical staff.
<ol style="list-style-type: none"> 1. Work flexibly, contributing to the Institute's projects of a general nature and, under supervision, providing cover and support for other technical staff as appropriate. 2. Ensure appropriate financial / stock records are maintained and updated in accordance with the Institute's Financial Regulations. 3. To participate in staff appraisals and training programmes as required. 4. To carry out duties at all times with due regard to Equality and Diversity, Health and Safety and other Institute policies as agreed and revised from time to time.

Notes:

This job description will be reviewed annually as part of the appraisal process and may be varied in the light of LIPA's changing business needs. The job description sets out the main duties of the post at the date it was drafted. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations occur occasionally and cannot justify any reconsideration of the grading of the post. Changes will be made in consultation with the individual.

Location:

The job is initially located on our main site. However, it may be that from time to time the post holder will be required to work on different duties, or in any other jobs, within their competence, such jobs being in their present or any other location as may be deemed appropriate. In all cases regard will be paid to the qualifications, experience, current duties and responsibilities and personal circumstances of the post holder.

Hours:

Usually 37.5 hrs per week, Monday – Friday, although there may be situations whereby the postholder will need to put in the hours to ensure that e.g., agreed project deadlines are met.

Person Specification – Technician (Filmmaking & Creative Technologies)

		To be identified by:
Education and Qualifications:		
A degree or equivalent qualification in a relevant subject.	Essential	Application Form
Experience:		
Experience in booking equipment and maintaining robust booking systems.	Essential	Application Form
Experience in a similar role in an HE or FE environment.	Essential	Application Form
Experience in the operation of digital video capture and editing systems.	Essential	Application Form
Experience of configuring and deploying digital audio and video networks.	Desirable	Application Form / Interview
Experience of working in a theatre and events environment, especially with regard to multimedia presentations.	Desirable	Application Form / Interview
Experience of first line equipment maintenance, including PAT testing.	Essential	Application Form / Interview
Experience of working for multiple stakeholders in a customer facing environment.	Essential	Application Form
Skills and Knowledge:		
Thorough working knowledge of presentation systems, such as flat screens\touchscreens and video projectors.	Essential	Application Form / Interview/Task

Thorough working knowledge of digital video equipment, including digital cameras and live digital video mixing systems.	Essential	Application Form / Interview/Task
Knowledge of audio editing / playout software such as Pro tools, Logic, QLab.	Desirable	Application Form / Interview/Task
Thorough knowledge of at least one industry standard video NLE platform (e.g. FCPro, Media Composer).	Desirable	Application Form / Interview/Task
Knowledge of Microsoft SharePoint.	Desirable	Application Form / Interview
Knowledge of Apple Macintosh systems, hardware and software including (but not limited to) Keynote.	Essential	Application Form / Interview/Task
Knowledge of MS Office Applications, including (but not limited to) Word, Excel, PowerPoint.	Essential	Application Form / Interview/Task
Knowledge of equality and diversity issues in relation to teaching, learning and assessment in Higher Education.	Desirable	Application Form / Interview
Excellent oral and written communication skills.	Essential	Interview/ Presentation
Organised and methodical.	Essential	Application Form /Interview
Ability to work on own initiative and independently.	Essential	Application Form / Interview
Excellent attention to detail.	Essential	Application Form / Presentation
Ability to identify areas for improvement and identify possible solutions.	Essential	Interview / Presentation
Ability to assimilate detailed information and identify key issues.	Essential	Interview / Presentation

Willingness to learn and adapt to different situations.	Essential	Interview
Commitment:		
Contribute to advancing professional practice through an inclusive and equitable approach.	Essential	Application Form / Interview
To Equal Opportunities Policies and Practice.	Essential	Application Form / Interview
Willingness to work flexibly, to travel when necessary and undertake appropriate training.	Essential	Application Form / Interview
Strong commitment to the development of artistic practice.	Essential	Application Form / Interview