

Job Description

Job Title	Technician (Live Audio/Audio Visual)
Salary Scale	LIPA Scale 4 - 5
Responsible To	Technical Services Manager
Responsible For	No Subordinate Staff
Number in Post	1
Date Drafted	August 2021

Job Purpose

Responsible for the supervision, maintenance and booking of Live sound, Audio Visual (AV) and Digital Video (DV) equipment in support of curriculum delivery and the current AV Technician and Technical Manager, providing a customer face for bookings and events.

Major Tasks

1. Ensures adequate arrangements exist for the storage, distribution and maintenance of AV / DV and Live Sound equipment.
2. Processes equipment bookings requests generated from the Institute booking system.
3. Maintains a safe and secure environment within the areas for which the technician is responsible.
4. Supports students and staff in achieving their learning goals.
5. Provides support for major LIPA events. (Open days/Conversations with, etc.)
6. Assists with budget preparations and the ordering of equipment.
7. Undertakes duties common to all technical staff of the Institute.

Job Activities

Major Task 1 Storage, Distribution and Maintenance of Equipment

1. Ensures equipment and materials are stored in a safe, secure and tidy manner.
2. Ensures equipment and materials are itemised and recorded in accordance with Institute stock control procedures.

3. Maintains a schedule of planned activities to ensure Live Sound and AV/DV equipment is available to meet the demands of the curriculum, and operate a booking/reservation system where required.
4. Co-ordinate and allocate Live Sound and AV/DV services and equipment to teaching areas in accordance with staff requests.
5. Facilitates equipment issues and returns in accordance with Institute policy and financial regulations.
6. Ensures AV and DV equipment and installations are serviced and maintained in accordance with manufacturer recommendations, and therefore available for use on a daily basis.

Major Task 2 Technical Support

1. Support the AV Technician and LIPA productions for Live Sound and AV requirements.
2. Provides support for DV production including camera, lighting and sound equipment and a variety of non-linear post production facilities.
3. Staffs service points on a rota basis with other members of the Technical Services team.
4. Provides general technical support and assistance to staff and students.

Major Task 3 Live Sound and AV Stock Management

1. Responsible for booking of the live sound and AV/DV equipment for teaching, productions and other events across the institute.
2. Ensures the timely processing of ad-hoc booking requests generated by staff and students to enable them to make equipment bookings across the Institute.

Major Task 4 Health, Safety and Security

1. Ensures Institute Health and Safety policy is implemented within areas of responsibility.
2. Ensures work areas are at all times kept in a clean and tidy manner.
3. Maintains adequate levels of security for Institute property.

Major Task 5 Learning Support

1. Provides advice and assistance for students and staff.
2. Carries out demonstrations under the guidance of teaching staff.
3. Prepares technical facilities as required.

Major Task 6 Financial Aspects
<ol style="list-style-type: none"> 1. Assists with orders for materials and equipment as directed. 2. Assists in the preparation of annual estimates and budgets for equipment.
Major Task 7 Common Technical Duties
<ol style="list-style-type: none"> 1. Works flexibly, contributing to Institute projects of a general nature and providing cover and support for other technical staff. 2. Ensures appropriate financial/stock records are maintained and updated in accordance with the Institute's financial regulations. 3. Participates in staff appraisals and training programmes as required. 4. Carries out duties at all times with due regard to Equal Opportunities, Health and Safety and other Institute policies as agreed and revised from time to time.

Notes:
<p>The particular duties and responsibilities attached to posts are, of necessity, somewhat difficult of detailed definition, and may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Changes outside this description will only be made after consultation with the object of reaching agreement with the person concerned and will be recorded on the individual's job description. If however after consultation, the person concerned is not in agreement with the proposed change, then they would be able to use the grievance procedure.</p>
Location:
<p>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 the 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.</p>
Hours
<p>37.5 hrs per week, Monday - Friday.</p> <p>Occasional evening or weekend work may be required.</p>



THE LIVERPOOL INSTITUTE
FOR PERFORMING ARTS

Person Specification

Technician (Live Audio/Audio Visual)

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

Knowledge of audio editing / playout software such as Pro tools, Logic, QLab.	D	Application Form / Interview
Thorough knowledge of at least one industry standard video NLE platform (e.g. FCPro, Media Composer)	D	Application Form / Interview
Knowledge of Microsoft SharePoint	D	Application Form / Interview
Knowledge of Apple Macintosh systems, hardware and software including (but not limited to) Keynote	E	Application Form / Interview
Knowledge of MS Office Applications, including (but not limited to) Word, Excel, PowerPoint	E	Application Form / Interview
Knowledge of equality and diversity issues in relation to teaching, learning and assessment in Higher Education	D	Application Form / Interview
Excellent oral and written communication skills	E	Interview
Organised and methodical	E	Application Form /Interview
Ability to work on own initiative and independently	E	Application Form / Interview
Excellent attention to detail	E	Application Form
Ability to identify areas for improvement and identify possible solutions	E	Interview
Ability to assimilate detailed information and identify key issues	E	Interview
Willingness to learn and adapt to different situations	E	Interview
Commitment:		
To our Equality and Diversity policies and practice	E	Interview
To the provision of a high level of service to colleagues and students	E	Interview