**Technical Tutor**

**TV Production**

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| School/Department: | Technical Services |
| Grade: | 6 |
| Reports to: | Technical Resource Manager |
| Responsible for: | n/a |
| Job Summary and Purpose: | To provide technical support and tuition and manage course specific production equipment in the areas of Film/TV & Media that meet the needs of the course portfolio and students. To enable optimum use of the Universities’ facilities within Maidstone Studios and actively support students to undertake cross-disciplinary practice. |

**01 MAIN DUTIES**

This role will encompass all of the following, but the balance of duties and responsibilities will be determined in agreement with your line manager and the principles of the stated job purpose in accordance with the University’s Health and Safety policies and procedures.

* 1. **General Duties** 
     1. To lesson plan and deliver technical skills in support of the academic aims of the Film/TV and Media courses at Maidstone studios.
     2. To manage and maintain the courses own extensive film and production equipment. This will include organising bookings with students, undertaking minor repairs and/or sourcing replacement parts.
     3. To induct students, through demonstration, into designated safe working practices, processes and proper use of equipment.
     4. To liaise with Maidstone Studios resource team when instructing within the studio environment to always ensure best practice.
     5. To ensure the security and supervision of the designated areas and the equipment contained within them.
     6. To Liaise with IDS to enable frontline support of the IT equipment within the studios. (There is no on the ground IT support in the studios).
     7. To offer technical advice and assistance on request by students and staff.
     8. Undertake health and safety duties and responsibilities appropriate to the post.
  2. **Specialist Duties**
     1. To liaise with Course leaders to align level of instruction with required learning outcomes of course units to support curriculum delivery.
     2. To support and deliver multiple software packages including Adobe Premiere Pro, Da Vinci Resolve, Adobe After Effects, Adobe Photoshop, Adobe Audition/Pro tools.
     3. To use and maintain loan system SmartHub (Siso software) to aid accessibility and visibility of resources/equipment to students.
     4. Tutor students on the technical components of their projects, including production and postproduction workflows (camera, lighting, sound recording).
     5. Develop and prepare learning materials for students in support of technical tuition e.g. handouts, video guides, sample works etc.
     6. Advise on the long-term development of facilities and when appropriate remove or install equipment including A/V equipment.
     7. To assist in the organisation and preparation of external and internal shows and student exhibitions.

**02**  **DUTIES OF ALL STAFF**

2.1 To undertake such other duties as are within the scope and spirit of the job purpose, the job title, and the grade.

2.2 Maintain and promote health, safety & wellbeing awareness and commitment within the framework of the University's Health, Safety & Wellbeing policy.

2.3 Take responsibility for health and safety of yourself and others in carrying out the duties of the role.

2.4 To promote equality, diversity and inclusion in your performance of your duties.

2.5 Undertake any other work and hours of work as required to commensurate with the level and responsibility of the post.

2.6 To actively participate in learning and development to meet the requirements of your role and the University.

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| **03 Selection Matrix** | | **Essential** | **Desirable** | **Used to shortlist** |
| **Qualifications** | | | | |
| 1 | National Qualification Framework Level 5 equivalent or relevant trade qualifications and industry experience | 🗶 |  | 🗶 |
| 2 | PGCert or teaching qualification. |  | 🗶 |  |
| **Knowledge & Experience** | | | | |
| 3 | Experience working in a Film/TV Studio environment | 🗶 |  | 🗶 |
| 4 | Experience in creating teaching/training material for a range of skill levels, designing, and delivering technical workshops to mixed ability groups. | 🗶 |  | 🗶 |
| 5 | Ability to use, demonstrate skills, troubleshoot and maintain Film, TV, and Media equipment. (cameras, lighting, recording, and mixing desks). | 🗶 |  | 🗶 |
| 6 | Experience of working as part of a Video Production team |  | 🗶 |  |
| 7 | In depth knowledge of Adobe Creative Suite including video editing software packages, Adobe Premiere and After Effects. | 🗶 |  | 🗶 |
| 8 | Ability to demonstrate health & safety practice in the environment and use of equipment in broadcasting environment/studios. | 🗶 |  |  |
| 9 | Ability to deliver Audio software packages including Pro tools and Logic audio. |  | 🗶 |  |
| 10 | Working knowledge of production, postproduction and editing facilities. | 🗶 |  |  |
| 11 | Knowledge and experience with asset management software (SiSo or similar platform). |  | 🗶 |  |
| 12 | Experience using other creative software packages such as Adobe Audition, Adobe Photoshop, Adobe InDesign. |  | 🗶 |  |
| **Personal Attributes and Behaviours** | | | | |
| 12 | Excellent communication skills and interpersonal skills, both written and verbal, able to explain technical information in an accessible way. | 🗶 |  | 🗶 |
| 13 | Excellent team working skills identifying opportunities to work and support colleagues within and outside of own function. | 🗶 |  |  |
| 14 | Customer focused approach. | 🗶 |  |  |
| 15 | Excellent problem-solving skills, resourcefulness, responsibility, and the ability to demonstrate initiative and self-motivation. | 🗶 |  |  |
| 16 | Commitment to one’s own and other staff continuous professional development. | 🗶 |  |  |
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Does the role require a DBS? ~~Yes~~/ NO