

Job Description

Role Title:	Creative Technical Demonstrator Film Production
School / Dept:	School of Arts, Media and Creative Technology
Directorate:	Technical Services
Reference:	MPF2007
Grade:	Grade 6
Full or Part time:	Full time
Hours:	36.25
Reports to:	Team Leader, technical Services

Overview

With a diverse population of over 27,000 students, supported by 2,500 staff and a network of 200,000 alumni worldwide, the University of Salford is committed to creating prosperity, advancing healthy living, supporting a sustainable environment, and leading the way in creative and innovative practices. As a global institution that delivers high-quality education and impactful research, we welcome applications from enthusiastic individuals who want to be part of our academic community.

The School of Arts, Media and Creative Technology is a leading centre for practice-based education in the creative disciplines. Through significant investment in our staff and facilities, we are strengthening our position as a centre of excellence for socially engaged teaching practice and research whose graduates are sought after as content creators and for the innovative application of creative technology, both in the creative industries and across wider sectors of the economy. Our vision is to become a top quartile provider of practice-based education in the creative industries, continuing to advance our standing as a destination of choice for students in the UK and internationally.

We are delighted that you are interested in finding out more about our current vacancy for the role of Creative Technical Demonstrator – Film Production in the School of Arts, Media and Creative Technology.

The role holder will work alongside the Film Production technical and teaching team demonstrating and maintaining equipment (camera, lighting grip) and support the operational delivery of all aspects of our Film Production Technical Team, including our equipment loan service.

The role will demonstrate in scheduled classes, workshops and ad hoc one to one sessions with Students and Staff. The role holder will be based in Newton Building where most of our film practical teaching and film sets are based, and where our equipment loan service operates from, with planned sessions at our MediaCity campus.

The Film Production Technical team demonstrate cameras (Canon, Panasonic Arri), lighting, grip; post-production software (Da Vinci Resolve, Adobe CC, Avid Media Composer) and production design (fabrication and making).

We are committed to promoting a truly diverse and inclusive community, a place where we can all be ourselves and achieve success based on our skills and contributions. This means we seek to challenge assumptions and acknowledge systemic biases, as much as we celebrate diverse perspectives and experiences. We offer a range of family friendly, inclusive employment policies, flexible and agile working arrangements, staff engagement forums, campus facilities and services to support staff from different backgrounds. Our student population is already incredibly diverse and we want to ensure that this is reflected across our colleague profile as well.

We particularly encourage applications from women and individuals from minoritized ethnic backgrounds. We also operate a guaranteed interview scheme for job applicants who declare they have a disability and meet the essential criteria of the role they are applying for.

Role Purpose

The Creative Technical Demonstrator (CTD) provides support for the delivery of technical services to all our customers - including students, Academics and external clients. Facilities include TV and Radio Studios, high specification post-production, digital teaching spaces and filming sets.

The role holder will utilise knowledge and experience of Film Production Equipment and independent film making (including location filming and post-production) to support our Film Production students and teaching team at Newton Building on the University Peel Park Campus and at our MediaCity Campus.

The role holder will support the operational delivery of our Film Production Technical Team, including our equipment loan service, and work with the wider Technical Services Team to maintain, organise and develop facilities for the programme.

The role is part of a CTD team providing support across the specialist spaces in Newton Building and MediaCity and reports to a Team Leader. This team has a day-to-day interface with our Digital IT (Information Technology) Directorate.

This key support role will require occasional evening and weekend work.

Principal Duties & Responsibilities

- Demonstrate correct methods and techniques for a range of specialist equipment and software related to film production, to staff, students and external clients, either on a one-to-one ad-hoc basis, within scheduled groups and via creation of video and written documentation and user guides.
- Provide dedicated technical and maintenance support of specialist filming equipment and facilities ensuring that KPIs for performance and equipment uptime are met.
- Maintain an up-to-date knowledge of appropriate systems and new developments in the specialist area and use this to inform the future development of the learning environment, providing advice to develop facilities in line with current trends.
- Undertake selection, installation and commissioning of new hardware and software, procuring capital and consumable items in accordance with University purchasing policies and monitoring appropriate use of budgets.
- Provide specialist consultation to other members of staff regarding the planning and use of equipment and facilities.
- Liaise effectively with internal and external partners, customers and suppliers to provide an efficient, relevant, timely and customer driven service to all.
- Engage with the Technician Commitment to promote the visibility, recognition, career development and sustainability of technical roles throughout the education sector.
- Foster and support a dynamic team approach within the MediaCity team, working effectively as a team member with other staff, including providing support when colleagues are absent and working to shared objectives.

- Develop and maintain relevant databases to ensure the integrity of information and assets.
- Carry out regular Portable Appliance Testing.
- Have due regard for the security, safety, installation and maintenance of specialist facilities and compliance with Health & Safety, including Risk Assessment.

Generic Duties

- Perform any other duties appropriate to the grade as may be required by the Head of School/Head of Division etc.
- Comply with the personal health and safety responsibilities specified in the University Health and Safety policy.
- To engage with the University's commitment to put our students first and deliver services which are customer orientated, represent value for money and contribute to the financial and environmental sustainability of the University when undertaking all duties and aspects of the role.
- Promote equality and diversity for students and staff and sustain an inclusive and supportive study and work environment in accordance with University policy.

This role detail is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your Contract of Employment.

Person specification follows on next page

Person Specification

The successful candidate should demonstrate the following, which are 'Essential' (E) or 'Desirable' (D), and will be assessed by Application Form (A), Interview (I), Presentation (P), or Test (T), as indicated.

Qualifications

1. Degree in an appropriate discipline or equivalent relevant industry experience (E) (A) (I)

Background and Experience

2. Industry experience or equivalent of Film Production in a technical capacity, including contemporary industry workflows (E) (A) (I) (P)
3. Experience of working on location (E) (A) (I)
4. Experience of problem solving and trouble-shooting both hardware and software (E) (A) (I)
5. Experience of demonstrating techniques for specialist areas (e.g. technical equipment, hardware, software) (E) (A) (I) (P)
6. Experience in dealing with internal and external customers, maintaining high standards in a customer driven environment (E) (A) (I) (P)
7. Experience of organising and maintaining resources to ensure best availability of facilities and equipment (E) (A) (I)
8. Experience of maintaining records to ensure the security of resources and document patterns of use (E) (A) (I)
9. Experience of maintaining health and safety policy and procedures (E) (A) (I)
10. Previous experience of working within the HE sector (D) (A) (I)
11. Experience of procurement processes and supplier liaison (E) (A) (I)

Knowledge

1. The technical aspects of professional hardware and software for Film Production. (E) (A) (I) (P)
2. The technical aspects of a server-based environment in Film Production. (D) (A) (I)

Skills and Competencies

1. Skill in demonstrating and facilitating the learning experience (E) (A) (I) (P)
2. Excellent communication skills, with the ability to negotiate and build relationships and to present information clearly, including preparation of documentation and reports (E) (A) (I) (P)
3. Ability to work effectively as a member of a team (E) (A) (I)
4. Strong customer focus – demonstrating a thorough understanding of the customer needs (E) (A) (I) (P)
5. Results focused - able to act decisively, delivering successful outcomes based on informed business judgement (E) (A) (I)
6. A tenacity to drive excellence and quality in all aspects of their areas of responsibility, identifying and embracing best practice (E) (A) (I)
7. The aptitude and desire to seek opportunity for improvement, developing strategies for change and influencing the future direction of services – adapting thinking and behaviour to suit different situations (E) (A) (I)