University of Salford MANCHESTER

Job Description

Role Title:	Technical Demonstrator in Design (Digital)
School / Dept:	Faculty of Social Sciences, Humanities and the Arts for People and the Economy
Directorate:	School of Arts, Media and Creative Technology
Reference:	MPF1969
Grade:	Grade 6
Full or Part time:	Part time
Hours:	21.75
Reports to:	Technical Manager

Overview

The School of Arts and Media is one of the leading centres for practice-based education in the creative disciplines in the North West. We offer research-informed specialist programmes which benefit from close relationships with the cultural industries. Our strengths include interdisciplinary and international projects, many of which are focussed at Media City UK, a world class facility on a campus dedicated to broadcasting in all its forms and in close proximity to The Lowry and Imperial War Museum North.

The School's teaching activities are organised into six Directorates, which currently total around 4,200 students. We are expanding numbers and have developed our city campus with a total investment of £136m over the past two years to meet the needs of a wide range of courses. This includes the New Adelphi Building, a specialist art building with professional theatre, dance and music facilities, workshops and extensive studios which opened in August 2016.

The School's portfolio brings together arts and humanities based disciplines with a comprehensive range of subjects including Animation; Creative Writing; Computer and

Video Games; English and Film; English Language; English Literature; Fashion; Fine Art; Film Studies, Graphic Design; Interior Design; Film and TV Set Design, Journalism; Media Technology; Music; Performance; Photography; Politics, Contemporary History and Security Studies and TV and Radio.

The school is led by a Senior Management Team of The Dean, Associate Deans and the School's Operations Manager and all are supported by a Professional Services structure, with both administrative and technical staff.

The School is at the forefront of University-wide curriculum innovation through industry partnerships. The Digital and Creative 'Industry Collaboration Zone' supports partnerships and projects with the creative industries across the region and nationally, which inform the curriculum, enrich the student experience and enhance employment opportunities. Furthermore, major investment in Internationalisation has enabled us to establish a number of key partnerships in East and South East Asia and North America, these include franchised delivery, progression opportunities and CPD contracts with major organisations, providing significant opportunities for colleagues across the School.

This is an exciting time to join the School as we continue to develop and align our teaching, research and engagement activities to the changing environment both nationally and internationally.
This role will provide digital computing support to teaching and learning activities, demonstrating a range of creative techniques, skills, and methods in digital technologies. This support will be across a range of modules, levels, and programmes on courses such as Fashion Design, Costume Design, Fashion Business, and Film, TV and Stage Design.

Applicants should be aware that although the role will be assigned to the School of Arts and Media in the first instance, we reserve the right to reassign the post to meet the future needs of the University. The post may involve working at multiple university buildings and campus.

Role Purpose

This role will provide digital computing support to teaching and learning activities, demonstrating a range of creative techniques, skills, and methods in digital technologies. This support will be across a range of modules, levels, and programmes on courses such as Fashion Design, Costume Design, Fashion Business, and Film, TV and Stage Design.

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Principal Duties & Responsibilities

- To work flexibly as a member of a team in supporting the School, its staff and students.

- To support students practically and theoretically by guiding the technical development of their ideas/concepts, helping them in the use of relevant hardware, software, and other technical facilities and enabling them to acquire and apply technical skills in support of their studies.

- To liaise with academic and other technical staff regarding learning support for modules, student projects, shows and exhibitions and organising the necessary resources in the support of them.

- To actively liaise with Demonstrators in your immediate technical area to support and develop each other within your practice.

- To deliver sessions to and supervise students' in hardware technologies such as 360 cameras, Wacom Displays and other relevant technology. Also, software relevant to the area of Design which will include Adobe Creative Suite, in particular Photoshop, Illustrator, In Design and Adobe Acrobat Pro DC.

- To operate, maintain and work with students on facility-based equipment such as Laser Cutters and Paper Plotters and to advise and connect students with the Schools other technical staff and facilities such as book binding, prototyping, and digital print.

- To maintain and control materials and equipment flow (including overseeing and administering any appropriate loan systems).

- Manage the material usage and work with programmes regarding associated budget control, and to advise and assist the Technical Manager in the ordering of equipment and consumables, as part of maintaining a relevant and industry conscious facility.

- To liaise and report issues to other University departments such as Estates and Digital IT to ensure the high standard of the facility.

- To take responsibility for the maintenance, safety and security of technical resources ensuring they are maintained and in good operational order in compliance with Health & Safety regulations, completing Risk Assessment where required.

- To undertake inspections and maintenance in line with the schedule compiled by the Technical Manager and to maintain records of training, inspections and maintenance to meet health and safety regulations and guidelines.

- To contribute to wider School needs in support of printer management, shows/exhibitions, academic research and enterprise activity.

- To engage with team and individual development opportunities, including PDRs and demonstrate a willingness to adapt, develop new skills etc.

- Work as a member of the wider School Operations Team to develop and enhance the Technical Demonstrator Team as a School wide resource.

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.

- Advance equality, support our work towards eliminating unlawful discrimination, foster an inclusive study and work environment for students, staff and visitors in accordance with our public sector equality duties and 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

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Person Specification

The successful candidate should demonstrate the following, which are 'Essential' (E) or 'Desirable' (D)

Qualifications

1. A HND or Degree in appropriate discipline or equivalent experience (E)

Background and Experience

2. Appropriate professional/industry experience or demonstrating experience (E)

3. Appropriate technical skills in Design and the ability to communicate them well (E)

Knowledge

4. A broad range of hardware and software relevant to the area of Design which will include Adobe Creative Suite, in particular Photoshop, Illustrator, In Design and Adobe Acrobat Pro DC, and the ability to be able to communicate them well (E)

5. Independent development of workshops and skills sessions in Hardware and Software relevant to Design that can be delivered to groups of students face to face, online, and can be captured in videos and virtual learning environments (E)

6. Some of the following methods of digital visualisation: Presentation Boards, Collage, and Photo Compositing using Photoshop. Digital Sketching using iPad/Wacom displays with Photoshop. CAD Technical Drawing for Fashion using Illustrator. Presentation Boards using Illustrator. Zines and magazine inserts using InDesign (E)

7. Outputting digital files and experience of inputting and processing on third party software's to drive Laser Cutters, paper plotters and digital printers (D)

8. Mac and/or PC familiarity and an awareness of peripheral software's such as Word, Excel, Power-point and Sketch Up (D)

9. Design Education and an understanding of the student learning journey and the linking of delivery to the intended modular learning outcomes set by Academics (E)

10. Health & Safety systems and requirements and their ongoing implementation including creating Risk Assessments and accountability for safety of spaces and equipment (E)

11. Safety protocols in relation to COVID 19 such as sanitation procedures, and distancing measures (E)

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Skills and Competencies

12. Well-developed interpersonal skills, good written and oral communication skills (E)

13. Commitment to learning new hardware, and software skills and to developing knowledge, skills, and techniques to keep abreast of industry standards (E)

14. Adaptability and flexibility in dealing with workload and the ability to work on own initiative such as liaising with internal and external contacts (E)

15. Ability to work effectively as a member of a team and in support of other staff within the School (E)

16. Commitment to Quality Enhancement (D)