

Job Description

Role Title:	Creative Technical Demonstrator - Journalism
School / Dept:	The School of Arts, Media and Creative Technology
Reference:	MPF2537
Grade:	Grade 5
Full or Part time:	Full time
Hours:	26.25
Reports to:	Creative Technical Demonstrator - Journalism

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.

Our £55 million New Adelphi flagship building offers top-quality specialist equipment and facilities to suit all creative requirements. We also have a campus at MediaCity, an international media hub, next to prestigious media organisations such as the BBC, ITV, and Dock10. We offer industry-standard facilities providing a professional environment for our staff and students. The School is organised into four Directorates, currently totalling around 4,800 students: Art and Design; Creative Technology, Film and Broadcast Media; Journalism, Politics and Contemporary History; and Performance, Music, English and Dance.

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

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 minoritised 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.

There is a varied benefits package available through 'My Salford' where you can tailor your benefits to suit your own lifestyle – everything from additional annual leave, savings on High Street shopping, travel discounts as well as health and wellbeing support. However you identify, whatever your pathway has been to get here, come and join us at the University of Salford where we are all proud to belong!

Informal enquires about this role can be made to: Rob Porter, CTD, r.j.porter@salford.ac.uk

The post is 36.25 hours per week. Due to the nature of this role, it will include evening and weekend working.

Role Purpose

The primary purpose of the Creative Technical Demonstrator is to provide support for the delivery of technical services to all our customers including students, academics and external clients. These facilities include TV and Radio Studios, high-end post-production services within a multi-platform environment, and high specification digital teaching spaces. In particular, the role holder will provide operational support for functions relating to the Journalism Specialist Spaces.

Day to day responsibilities will include delivering technical tuition to students in areas such as Video and Audio editing, supporting students outside classes as they work on their assessed projects and maintaining the specialist Journalism studio spaces.

The role will form part of a Creative Technical Demonstrator (CTD) team providing support across the specialist spaces at MediaCityUK and will report to the Creative Technical Demonstrator based at MediaCity.

Principal Duties & Responsibilities

- Provide advice and support to customers regarding the use of the Journalism Facilities;
- Demonstrate the correct methods and techniques for a range of specialist equipment relating to the subject area, to both staff and students, either on a one to one ad-hoc basis, or within scheduled groups;
- Provide advice and support with developing our facilities and equipment in line with current market trends
- Develop and maintain relevant databases to ensure the integrity of information and assets;
- Develop user guides for the use of specialist equipment and data collection;
- Obtain supplier quotes, ensure all equipment is fully maintained, including fault finding and advising on suitable maintenance schedules for all installed equipment in the specialist area;
- Liaise as necessary with external clients and suppliers to solve technical issues and/or to provide an effective customer driven service.
- Ensure the provision of excellent, relevant and timely customer service to all customers both internal and external;
- 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;

Generic Duties

- To undertake other such duties as the Creative Technical Demonstrator may determine from time to time;
- 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;
- Engage with the Technician Commitment to promote the visibility, recognition, career development and sustainability of technical roles throughout the education sector.

- To promote equality and diversity for students and staff and sustain an inclusive and supportive study and work environment in accordance with University policy.
- Perform any other duties appropriate to the grade as may be required by the Dean of School/Head of Division etc;

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

In addition, we would like you to be able to show us you have the following qualifications, experience, knowledge and skills which will enable you to deliver within the role:

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. A good standard of general education normally to include English & Maths at GCSE (or equivalent) level at Grade C and above (E) (A) (I) (T)
2. Undergraduate or postgraduate level degree in relevant subject area or equivalent professional experience (E) (A) (I) (T)

Background and Experience

3. Experience of Broadcast News or Sport Production in a technical capacity, including contemporary industry workflows (E) (A) (I)
4. Demonstrate experience in dealing with internal and external customers including allocating limited resources to meet customer needs (E) (A) (I) (T)
5. Demonstrate experience of maintaining records in order to ensure the security of resources and document patterns of use (D) (A) (I) (T)
6. Previous experience of working within the HE sector (D) (A) (I) (T)
7. Experience of working within pre-defined health & safety arrangements and the ability to ensure others work in line with procedures (E) (A) (I) (T)
8. Experience of problem solving and trouble shooting in relation to hardware and software (E) (A) (I) (T)

Knowledge

9. The technical aspects of all hardware and software relevant to a broadcast television or radio studio, including location work (E) (A) (I) (T)
10. Technical competency in hardware relevant to TV News in particular Vision Mixers, Audio Mixers and Studio Cameras (E) (A) (I) (P)
11. Organising, and maintaining resources to ensure best availability of facilities and equipment (E) (A) (I) (T)

Skills and Competencies

12. Competencies in relevant areas of media practice (E) (A) (I) (T)
13. Capability in demonstrating and facilitating the learning experience (E) (A) (I) (T)
14. Strong customer focus – demonstrating a thorough understanding of the customer needs (E) (A) (I) (T)
15. Ability to build relationships and work effectively as a member of a team (E) (A) (I) (T)
16. Proactive and open communication skills with the ability to present oral and written information clearly (E) (A) (I) (T)
17. Flexible and accommodating attitude to time keeping (E) (A) (I) (T)
18. Competent use of Office 365 (D) (A) (I) (T)