



Job Description

JOB TITLE:	Studio Manager
SALARY:	Band J (£32,561 - £35,253 FTE)
REPORTS TO:	Head of Performing and Creative Arts
CAMPUS:	Windsor
HOURS:	37 hours
JOB PURPOSE:	Windsor College is seeking an experienced and dynamic Studio Manager to oversee the daily operations of our state-of-the-art studio facilities. The Studio Manager will be responsible for maintaining new equipment, supporting curriculum with the day to day running of the media courses with occasional master class delivery, managing commercial lettings and relationships, arranging staff training, and overseeing the use of the studio and related workspaces for both our 16-19 education provision, adult provision and commercial activities. This is a key role in ensuring the smooth and efficient running of the studio, supporting both educational and professional projects.

Main Duties: N.B. This job description is current at the date of issue. It will be reviewed annually and may be updated by the principal. The job may require some flexibility in hours, on occasions requiring evening or weekend hours.

1. STUDIO AND EQUIPMENT MAINTENANCE

- a. Oversee the maintenance and repair of studio equipment, ensuring all equipment is in optimal working condition
- b. Implement regular checks and servicing schedules for all technical equipment
- c. Manage the procurement of new equipment and maintain an inventory of all studio assets

2. COMMERCIAL LETTINGS AND RELATIONSHIP MANAGEMENT

- a. Manage commercial lettings of the studio space, ensuring all bookings are efficiently scheduled and conflicts are minimized
- b. Develop and maintain strong relationships with commercial clients and partners

- c. Support the negotiation of contracts and agreements with external organisations and clients

3. STAFF TRAINING AND DEVELOPMENT

- a. Arrange and oversee staff training programs to ensure technical staff are up-to-date with the latest industry standards and practices
- b. Provide mentorship and guidance to technical staff, fostering a collaborative and supportive work environment
- c. Organise workshops and training sessions for both staff and students on the use of studio equipment and software
- d. Liaise with curriculum staff to support utilisation of the studio across all curriculum areas.

4. STUDIO AND WORK SPACE OVERSIGHT

- a. Supervise the use of the studio and related workspaces, ensuring all users adhere to health and safety regulations
- b. Coordinate the scheduling and allocation of studio space and equipment for both educational and commercial projects
- c. Work closely with educators and artists to plan and support activities, ensuring resources are available and effectively utilized

5. EDUCATIONAL SUPPORT

- a. Provide technical support for teaching activities associated with the BFI Skills Cluster, Screen Berkshire, and other educational programs
- b. Advise and assist students and staff with their projects, offering expertise in sound production, recording, filming and editing
- c. Facilitate group workshops and provide individual support to enhance students' technical skills
- d. Support the design and delivery of curriculum content of Windsor Media apprenticeships

6. COLLABORATION AND PROFESSIONAL CONDUCT

- a. Develop positive and collaborative working relationships with colleagues across the college and external partners
- b. Conduct oneself professionally at all times, representing Windsor College's values and standards
- c. Contribute to the continuous improvement of the Technical Services team by sharing knowledge and expertise

NOTE

The post may be based at one of the current College campuses, but the duties of the job may require the post holder to work remotely online should the situation require it.

It is the College's policy to establish and maintain a Risk Register and a Risk Management Policy. It is a condition of your employment that you become aware of these documents and that you follow the objectives and procedures of good risk management in your areas of work.

This post is not exempt from the Rehabilitation of Offenders Act 1974. For further details on our policy

on the Recruitment of Ex-Offenders can be found [here](#).

The post holder is required to have a commitment to:

- The continuing development and implementation of the College's Diversity & Equality Policy.
- The management of risk within the College
- The health and safety of staff, students, and visitors in general and the College's policies and procedures in particular.
- The principles and procedures set out in the [College's Safeguarding and Child Protection Policy](#).
- The principles and procedures set out in the College's Data Protection Policy

PERSON SPECIFICATION

	Essential	Desirable	Source of Evidence
EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS			
L2 English	X		AF
L2 Maths	X		AF
Appropriate Degree or significant industry experience	X		AF
EXPERIENCE			
A background in sound recording, design, filming and editing	X		AF / IV
Proven experience of working with awarding bodies, EPAO's and curriculum teams.	X		AF / IV
Working with students of differing levels of ability and backgrounds.		X	IV
Proven experience in the management of equipment	X		IV
SKILLS, KNOWLEDGE AND ABILITIES			
Be highly organised, methodical and have a flexible approach to working practices	X		AF
Proven ability to work with a range of industry and educational professionals	X		AF
Proven ability to work independently and as part of a large team, including the ability to team teach.	X		AF
Demonstrable excellent oral and written communication skills.	X		AF