



JOB DESCRIPTION

JOB TITLE:	Creative Digital Media Technician
STATUS:	Part Time, Permanent
GRADE/SALARY:	Scale G £9,606.08 to £10,676.76 (£23,695 TO £26,336 FTE)
DEPARTMENT:	Art, Design & Media
HOURS:	15 hours per week
RESPONSIBLE TO:	Head of Department Art, Design & Media
CAMPUS:	Strode's college campus
JOB PURPOSE:	To support Media & Film Department

N.B. This job description is current at the date of issue. It will be reviewed annually and may be updated by the Principal.

Job Description

We are looking to appoint an enthusiastic and highly competent technician to join the Film & Media Department.

The requirements are for a person with proven practical skills, who is well organised, enthusiastic, creative, and can work both independently and within a team. The Media Technician works very closely with all members of the Media Department and would need to assist in workshop demonstrations and providing practical support for staff and students throughout the day.

As part of the role, you will oversee the equipment store, including lending and maintaining of equipment. The department is growing and developing with new courses being added each academic year. This role will be integral in helping to develop our learners' practical abilities to meet local skills shortages. It is integral to this role that you must have good communication, time management skills and be able to relate well to students. The person could be either a recently graduated student, from an A/V post-production related background or someone with the qualities already mentioned above. The person and would need to have an approachable manner, and an enthusiasm for the moving image.

We currently offer A-Level courses in Film and Media Studies, Level 3 Btec in TV & Film and Level 2 Creative Digital Media. We will also be launching T-Level Media Broadcast and Production in September 2025, therefore support in development of this will be required within the role.



Key Tasks

- To maintain and provide technical support for areas of specialism, including testing and setting up equipment.
- To support students who wish to realise their creative outcomes within Film and Media
- To plan and deliver induction programmes on safe use of equipment to all student cohorts.
- To supervise and demonstrate technical and practical skills to students and ensure the safe use of studio equipment and space is adhered to.
- Deliver support & training in line with schemes of work, session plans, and employer overviews.
- To undertake servicing and maintenance of equipment within the Media facilities (i.e. TV Studio), and to arrange repairs when required to ensure safe working practices are maintained.
- To prepare resource areas and teaching aids for staff.
- To fully support teaching in Film & Media workshops to ensure learner opportunities are maximised.
- To abide by and work within the College Health and Safety Policy, carry out risk assessments and ensure students also work within the policy.
- To assist with internal and external activities such as open evenings, screenings, exhibitions and trips.



PERSON SPECIFICATION

Media Technician

	Essential	Desirable	Source of Evidence
EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS			
Either: educated to A level, BTEC Level 3 or equivalent Or: educated to GCSE standard and industry experience	✓		AF
Relevant health and safety qualification		✓	AF
EXPERIENCE			
Knowledge and experience of using and demonstrating studio equipment e.g. Cameras, Lighting Rig, Green Screen	✓		AF / Test
Knowledge and experience of cleaning a maintaining safe working space for teachers and learners, including the maintenance and servicing of the studio and all equipment	✓		AF / IV
Knowledge and or experience of preparing materials, resources and setting up equipment for use in lessons.	✓		AF / IV
Experience of maintaining, organising and ordering replacement equipment	✓		AF / IV
Knowledge of relevant software packages including Photoshop, Premiere Pro and After Effects.		✓	AF / IV/Test
Understanding of new and upcoming technologies in the AV Industry		✓	AF / IV
Knowledge of current Level 2/3 Qualifications in the sector		✓	AF/IV
SKILLS / KNOWLEDGE / ABILITIES			
Ability to set up Studio for Single and Multi Camera Productions	✓		AF
Flexibility and the ability to work effectively and efficiently under pressure.	✓		AF
Ability to work effectively as a member of a team.	✓		AF



Possession of good interpersonal skills, e.g. tact, sensitivity, humour, ability to listen, to be assertive at times.	✓		AF
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KEY:

Evidence of all of the elements marked AF or AF/IV must be present in the application form in order to be shortlisted for an interview

All of the elements marked IV will be assessed at interview.

All of the elements marked AF/IV will also be assessed at interview.

All or some of the elements may be assessed by the Test/Presentation