



Job Description

JOB TITLE:	VP Studio/Creative Media Technician
	Established: FT
HOURS:	37 Hours
REPORTS TO:	Head of Department - Creative & Performing Arts
RESPONSIBLE FOR:	Supporting the delivery of high quality teaching and effective learning through technical support.
CAMPUS:	Windsor
JOB PURPOSE:	To provide first class technical support for students and staff within the Creative Media subject areas

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 main duties and responsibilities of the post include the following:-

1. Join and support a successful Creative Media team, contributing to the delivery of industry-relevant technical training and production activity across the department.
2. Manage the day-to-day operation, maintenance and development of the College's Virtual Production Studio, editing suites and podcast facilities, ensuring all equipment, software and resources are fully operational, safe and industry standard.
3. Provide technical support for teaching, learning and production activities across Creative Media programmes.
4. Maintain, configure and support professional production equipment including Blackmagic Design cameras, lighting systems, audio equipment, vision mixing equipment, streaming systems and associated peripherals.
5. Support students and staff in the use of industry-standard software including DaVinci Resolve, Unreal Engine, Unity, Blender and other emerging creative technologies.
6. Assist academic staff in the planning and delivery of practical workshops, demonstrations and production projects.
7. Oversee Virtual Production workflows including LED volume operation, camera tracking systems, real-time rendering environments, motion capture, 3D asset integration and green-screen production.

8. Provide specialist technical guidance and troubleshooting for media production, virtual production and immersive technology projects.
9. Liaise with external partners, production companies and commercial clients regarding the hire and use of specialist media facilities, and support commercial projects, showcase events, employer engagement activities and industry partnerships.
10. Induct students and staff into the safe and effective use of specialist equipment, software, studios and technical workspaces, ensuring compliance with Health and Safety requirements.
11. Maintain accurate asset registers, equipment inventories, maintenance schedules and technical documentation.
12. Undertake filming, recording, editing and archiving of student work and assessments for moderation, quality assurance and promotional purposes.
13. Support the technical delivery of College-wide events, including Open Evenings, Employer Events, Awards Ceremonies and Marketing activities.
14. Contribute to the design, setup and operation of lighting, sound and video systems for live productions, screenings and events. Please note that occasional evening work may be required.
15. Monitor developments in media production, virtual production and emerging technologies, maintaining professional knowledge through training and industry engagement.
16. Undertake any other duties commensurate with the grading of the post as may reasonably be required from time to time.

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 at any College campus or other location connected with the work of the College.

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.

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 Promoting Welfare for Children & Vulnerable Adults Policy.
- The principles and procedures set out in the College's Data Protection Policy

PERSON SPECIFICATION
VP Studio/Creative Media Technician

	Essential	Desirable	Source of Evidence
EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS			
A qualification in Creative Media Production, Film & TV Production, Broadcast Technology, Virtual Production, Games Design, Digital Media or a related subject	✓		AF
Industry certifications relating to Blackmagic Design, Unreal Engine, Adobe or similar.		✓	
Educated to a minimum Level 2 (GCSE A*-C) qualification in English or equivalent. (please state this in your application)	✓		AF
Educated to a minimum Level 2 (GCSE A*-C) qualification in Mathematics or equivalent. (please state this in your application)	✓		AF
EXPERIENCE			

Experience supporting media production, broadcast, film, virtual production, educational or creative industry environments.	✓		AF / IV
Experience maintaining and operating professional camera, audio and lighting equipment.	✓		AF/IV
Experience of Blackmagic Design camera systems and associated workflows.		✓	
Experience supporting users in the use of technical equipment and software.		✓	
Experience supporting/managing a Virtual Production Studio or similar specialist facility.		✓	
Experience of commercial studio hire and external client liaison.		✓	

SKILLS / KNOWLEDGE / ABILITIES			
Knowledge of professional camera systems and media production workflows	✓		AF/IV
Working knowledge of DaVinci Resolve.	✓		AF/IV
Knowledge of Unreal Engine or willingness to learn		✓	AF/IV
Proficient IT skills, including knowledge of Microsoft Office/Google Workspace, digital video cameras	✓		AF/IV
Knowledge of virtual production, real-time rendering and emerging media technologies.		✓	
Ability to troubleshoot technical issues and identify practical solutions.	✓		
Ability to manage equipment inventories and maintenance schedules.	✓		

Knowledge of Health & Safety requirements within technical and studio environments.	✓		
Ability to support students and staff in the use of specialist media production software and equipment.	✓		
Knowledge of motion capture technologies		✓	
Knowledge of LED volume workflows and camera tracking systems.		✓	
Experience of live streaming, vision mixing or broadcast production workflows.		✓	
Experience supporting immersive technologies such as VR/AR/XR.		✓	
Proven ability to meet deadlines and targets.	✓		AF/IV
Proven ability to work independently with minimal supervision and as part of a team	✓		AF/IV
Proven verbal & written communication skills – the ability to communicate effectively with a wide range of people, both internally and externally at all levels	✓		AF/IV
Be highly organised, methodical and have a flexible approach to working practices	✓		AF/IV

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