



## Candidate Information

<b>Position:</b>	Technical Co-Ordinator (Broadcast)
<b>School/Department:</b>	Astrophysics Research Ctre
<b>Reference:</b>	19/107841
<b>Closing Date:</b>	Monday 7 October 2019
<b>Salary:</b>	£28,331 - £32,817 per annum
<b>Anticipated Interview Date:</b>	Thursday 17 October 2019
<b>Duration:</b>	12 months

### JOB PURPOSE:

To provide technical support for course delivery in the School's Broadcast programmes, and other subject areas within the School as required.

### MAJOR DUTIES:

1. Instruct and support students and staff in the use of broadcast, photographic and audio production equipment and specialist software, and assist them in creative problem solving.
2. Manage/supervise the equipment store for the allocation of audio/visual equipment, and ensure provision, maintenance and security of this equipment.
3. To maintain, test, diagnose faults and repair equipment/apparatus to ensure it is safe to use and complies with relevant statutory regulations.
4. Install, maintain and upgrade computer software and specialist hardware in the School's broadcast production studios and lab spaces.
5. Manage and maintain specialist spaces in the School including the TV studio, radio studio, and audio and video production suites. Assist technical staff in the management of other specialist facilities including the Sonic Lab, VR suite and other research spaces.
6. Advise on future requirements for the further development of services and provision within the Broadcast Production area and the wider School.
7. Assist the Technical Manager with the financial monitoring and control of School funds used to purchase equipment and consumables, ensuring adherence to University and School financial procedures.
8. To provide technical support for School events, including live broadcasts, music concerts, film screenings, and drama activities.
9. Where appropriate, to contribute to teaching, workshop and tutorial activities within the School.
10. Contribute to and make recommendations on the development of School policies and procedures in such areas as use of equipment, access to equipment, health and safety etc.
11. Monitor and maintain a safe working environment in accordance with Health and Safety guidelines and procedures.
12. Carry out any other duties which are appropriate to the post as may be reasonably requested by the Technical Manager.

### Planning and Organising:

1. Co-ordinate appropriate technical activities, taking into account teaching and other objectives.
2. Plan and allocate work and responsibilities using discretion to determine priorities and resolve conflicts to meet targets and deadlines.
3. Contribute to the development of policies, procedures and plans in own work area or department.

### Resource Management Responsibilities:

1. Facilitate and organise the use and maintenance of equipment and apparatus including specialist and expensive items.
2. Facilitate fixed asset control within the School.
3. Arrange and control the assignment of equipment to and recovery from students in connection with their studies and projects.

**Internal and External Relationships:**

1. Daily contact with Technical Manager, other work colleagues, other University staff and students.
2. Liaison with external contacts (facilitation of School events, seminars, broadcasts etc).

**ESSENTIAL CRITERIA:**

1. Educated to at least HND level, and/or professional equivalent in film/television, audio postproduction, or a related field.
2. A minimum of four years' experience in providing technical or instructional support within an educational, arts or commercial media setting.
3. Knowledge of video and photography technology including digital SLR cameras and broadcast cameras.
4. Experience of setting up and maintaining a range of audio and video broadcast equipment in a TV studio environment.
5. Demonstrable familiarity with video and audio editing software such as Media Composer, DaVinci Resolve, and Pro Tools.
6. Experience of troubleshooting equipment and resources related to broadcast technology and audio and video recording.
7. Capacity for meeting technical and creative challenges of rapidly evolving area of study.
8. Interests in television, radio, program making, and emerging digital media platforms.
9. Well-developed communication skills. Experience of training others in use of equipment and techniques in areas of expertise.
10. Ability to plan and allocate work and responsibilities using discretion to determine priorities and resolve conflicts to meet targets and deadlines.
11. Good supervisory skills.
12. Will work evening and weekends as required to cover events, workshops etc.

**DESIRABLE CRITERIA:**

1. Primary degree in a relevant discipline.
2. Experience working in an equipment store environment with skills in inventory management.
3. Experience of operating equipment in radio broadcast environment
4. Experience with the creation of virtual reality content for audio or video.
5. Experience of operating both TV studio and portable lighting rigs.
6. Experience administering Apple and PC platforms for creative learning environments.
7. Interest in the use of new technologies in a creative arts context.